

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.8C
CHG 6

1/5/2010

National Policy

SUBJ: Designee Management Handbook

- 1. Purpose.** This change encompasses policy revisions necessary to implement the recent regulatory changes to Title 14, Code of Federal Regulations (14 CFR) part 1, Definitions and Abbreviations; part 21, Certification Procedures for Products, Articles, and Parts; and part 45, Identification and Registration Marking, which were published October 16, 2009. All references to Organizational Designated Airworthiness Representative (ODAR) and Authorized Representative (AR) have been removed; the Organization Designation Authorization (ODA) program in 14 CFR part 183, subpart D, replaces ODAR as of November 14, 2009.
- 2. Who This Change Affects.** This order is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices and International Field Offices; to all Aircraft Certification Offices; to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; and to the Aircraft Certification and to Airworthiness Branches at the FAA Academy.
- 3. Explanation of Changes.** This change—

 - a.** Adds the terms “article” and “product” to paragraph 10, Definitions.
 - b.** Removes the term Class I, II, and III products and substitutes, where applicable, the terms “article” and “product.”
 - c.** Removes the term “Approved Production Inspection System (APIS)” from the order, where applicable.
 - d.** Removes the term “Organizational Designated Airworthiness Representative” from the order, where applicable.
 - e.** Removes the term “Authorized Representative” from the order, where applicable.
- 4. Effective Date:** This order is effective April 14, 2010.
- 5. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

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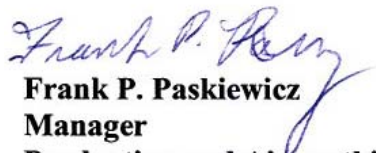
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Frank P. Paskiewicz
Manager

Production and Airworthiness Division, AIR-200

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- (3) Systems and equipment engineering.
- (4) Radio engineering.
- (5) Engine engineering.
- (6) Propeller engineering.
- (7) Flight analyst.
- (8) Flight test pilot.
- (9) Acoustical engineering.

c. Section 183.31, Designated Manufacturing Inspection Representatives, defines the privileges of a designated manufacturing inspection representative (DMIR) appointment.

d. Section 183.33, Designated Airworthiness Representative, defines the privileges of a designated airworthiness representative (DAR) appointment.

e. Section 183.15, Duration of Certificates, defines the duration of the above appointments and identifies that the appointments are subject to periodic renewal.

f. Section 183.15(b) identifies the causes for termination of a designation made under part 183.

g. It is essential that designees be familiar with, and have ready access to, all appropriate FAA publications and documents.

h. A designation is a privilege, not a right, and not every qualified applicant will be granted a designation. The FAA is SOLELY responsible for determining if there is sufficient need to justify the appointment of a designee, and that there are adequate FAA resources available to manage the designee. If either of these conditions cannot be met, or for any other reason that the Administrator prescribes, the designee appointment WILL NOT be made. Subsequent to appointment, a designation may be terminated in accordance with § 183.15(b) and chapter 11 of this order.

i. The FAA is responsible for determining when the services of a designee may be used.

(1) Consistent with general principles of management, the oversight portion of this order addresses setting performance expectations, monitoring performance, and taking any appropriate corrective action. Manufacturing aviation safety inspector (ASI) certification functions will be delegated to the fullest extent practical, but not to the extent an advisor's technical skills are jeopardized.

(2) Designees must perform only those functions for which they have been authorized, including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on

behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee. The limits of Federal protection for FAA employees are defined by Title 28, United States Code § 2679.

j. Section 44702(d) states that when delegation to a qualified private person is made, or to an employee under the supervision of that person, the designee is subject to regulations, supervision, and review. Designee oversight constitutes the supervision and review of designees and is the process by which the FAA compares designee performance to stated expectations.

k. Designee renewal is made subject to the FAA's determination of the continued need, ability to manage, and continuous satisfactory designee performance, which in turn justifies the continuation of the appointment and designee renewal. The designee renewal process provides the FAA the opportunity to identify and correct any designee performance deficiencies. When a performance deficiency is communicated to the designee, renewals are contingent on the FAA and the designee reaching an agreement that will result in satisfactory work performance by the designee for future activities.

l. The FAA will terminate a designee when it determines that the appointment is not warranted under chapter 11 of this order. Designees are cautioned that because the appointment is a privilege and not a right, the FAA is authorized to terminate a designation in accordance with § 183.15(b).

m. The applicant does not have any appeal rights when there is no FAA need or resources to manage the designation. The managing office(s) should write a courtesy letter notifying the applicant that the FAA is not accepting applications for the requested delegation and that the applicant may reapply at a future date. Current designees may appeal in accordance with the guidelines in chapter 6, AIR Appeal Process, and chapter 11 of this order.

7. CHANGES TO THIS ORDER. The authority to revise or cancel material in this order resides with AIR, coordinated by the Production and Airworthiness Certification Division (AIR-200) in conjunction with the Aircraft Engineering Division (AIR-100) and AFS.

8. DEVIATIONS. Adherence to procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated and approved by AIR-100 for engineering designee issues and by AIR-200 for manufacturing and maintenance designee issues, in coordination with the Aircraft Maintenance Division (AFS-300). If a deviation becomes necessary, the FAA employee involved should ensure the deviation is substantiated, documented, and concurred with by the appropriate supervisor. A copy of the deviation must be submitted to AIR-100/AIR-200 for review and concurrence.

9. RECORDS MANAGEMENT. Refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, and FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards, or your office Records Management Officer (RMO)/Directive Management Officer (DMO) for guidance regarding retention or disposition of records.

10. DEFINITIONS.

a. Advisor. An aviation safety engineer (ASE), a flight test pilot (FTP), or a manufacturing or maintenance ASI with a similar discipline as the applicant, who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight after appointment.

b. Appeal Panel. The appeal panel consists of at least three persons equivalent to the advisor level or above who were not involved in the original denial or termination decision.

c. Appointing Office. The aircraft certification office (ACO), manufacturing inspection office (MIO), manufacturing inspection district office (MIDO), certificate management office (CMO), or regional office (RO) having selection, appointment, and management orientation responsibilities for the following designees:

(1) Designated Engineering Representative (DER). The appointment is signed by the manager of the appropriate ACO or the manager's designee within the ACO. The ACO is delegated responsibility as the appointing office for processing the initial appointment applications, performing continuous oversight, and issuing renewals.

(2) Designated Manufacturing Inspection Representative (DMIR) and Designated Airworthiness Representative (DAR) - Manufacturing. The appointment is signed by the manager of the appropriate MIDO. The MIDO manager is delegated responsibility as the appointing official for processing the initial appointment applications and/or issuing renewals. For administrative efficiency, the MIDO manager may further delegate to manufacturing inspection satellite office (MISO) personnel the renewal of a DMIR or DAR.

NOTE: DMIR/DAR appointment authority may be retained at the MIO level.

(3) DAR - Maintenance. The appointing office is the flight standards RO in the geographic region where the designee is located or has a primary place of business, and where the authorized functions will be performed. The RO also retains renewal responsibility.

d. Article. A material, part, component, process, or appliance.

e. Authorized Area. For DERs, an authorized area applies to the specific portion or system of the aircraft, or the type of engine or propeller, or specialized area to which a delegated function applies.

f. Certificate of Authority (COA). An FAA letter and/or supplement specifying the kinds of designation for which the person concerned is qualified. The COA also indicates the expiration date and is updated upon issuance of any subsequent renewals. This COA is not the same type of certificate as described in 14 CFR part 13, Investigative and Enforcement Procedures, § 13.19. The FAA may revoke the designee COA at any time, for any reason the Administrator considers appropriate.

g. Certificate of Designation (COD). A certificate that specifies the kind of designation for which the designee is qualified; it is used for display purposes.

h. Compliance Inspection. A physical inspection performed by the ACO engineer or the DER when authorized. This inspection provides an opportunity to review an installation and its relationship to other installations on a product to determine compliance with 14 CFR/Civil Air Regulation (CAR) requirements, which cannot be adequately determined from an evaluation of the technical data.

i. Conformity Inspection of Prototype Products and Related Articles. An inspection to determine the applicant's compliance to 14 CFR part 21, Certification Procedures for Products and Articles, § 21.33(b) and any other inspections necessary to determine that the prototype products and related articles conform to the proposed design drawings and specifications.

j. Conformity Inspection of Production Products and Related Articles. An inspection that may be necessary to determine that completed production products and related articles conform to the approved type design and are in a condition for safe operation.

k. Delegated Function. For DERs, a delegated function applies to the technical areas involved in determining compliance with applicable airworthiness regulations.

l. Designated Airworthiness Representative (DAR) - Maintenance. An individual appointed in accordance with § 183.33 who holds a mechanic's certificate with an airframe and powerplant (A&P) rating under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers, or a person who holds a repairman certificate and is employed at a repair station certificated under 14 CFR part 145, Repair Stations, and who meets the qualification requirements of this order.

m. Designated Airworthiness Representative (DAR) - Manufacturing. An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience, and meets the qualification requirements of this order.

n. Designated Engineering Representative (DER). An individual appointed in accordance with § 183.29 who holds an engineering degree or equivalent, possesses technical knowledge and experience, and meets the qualification requirements of this order.

(1) Company. An individual appointed to act as a company DER for the employer to approve or recommend approval of technical data to the FAA.

(2) Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA.

op. Designee File. A file maintained at the branch or office level that contains all information to support the delegation.

p. Designee Information Network (DIN). An automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

q. Designated Manufacturing Inspection Representative (DMIR). An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge and experience, is employed by a production approval holder (PAH) or a PAH's approved supplier, and meets the qualification requirements of this order.

r. Designee Process Coordinator (DPC). The FAA individual who initiates the formal selection, orientation, and appointment review process, and coordinates all subsequent FAA actions including documenting oversight, renewal, and termination procedures.

NOTE: For manufacturing, the aviation assistant or equivalent may perform administrative functions as a DPC, but not the technical tasks of designee management.

s. Dual Appointment. An individual may be appointed, for example, as a DAR or a company DER as well as a DAR or consultant DER, in situations where the DAR or DER is performing functions for more than one applicant.

t. Evaluating Office. The office that has the technical expertise necessary to make a determination of the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.

u. Evaluation Panel (EP). Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, candidacy, or appointment and delegated authority, as appropriate.

v. Evaluator. The engineer or pilot who has a technical specialty other than that of the advisor. The evaluator is responsible during appointment and renewal for completing the evaluation form for that specialty and coordinating with the advisor.

w. Executive Level. A person who holds the company position of president, vice president, chief engineer, chief inspector, owner, part owner, director of engineering or quality assurance, etc.

x. Guidance Material. The direction provided by a guide; these are FAA policy and advisory material.

y. Interaction Tracking Form. A required annual submittal (FAA Form 8110-29, DER/FAA Interaction Tracking Form) from a DER to the FAA describing work conducted by the designee in support of FAA responsibilities for certification and/or continued airworthiness.

z. Managing Office. The FAA office assigned the responsibility by the appointing office for supervising, monitoring, training, tracking, and recommending renewal of a designee.

aa. Manufacturer. See Production Approval Holder (PAH). For the purpose of this order, "manufacturer" and "PAH" are used interchangeably. A manufacturer is a PAH.

bb. Mentor. A designee who works with a candidate on behalf of the advisor to ensure that the candidate is progressing to become qualified as a designee.

cc. Monitoring. That portion of oversight responsibilities of assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.

dd. Multiple Appointment. An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.

ee. Multiple Disciplines. An individual may be appointed as one type of designee with different technical disciplines (for DERs) or authorized functions (for manufacturing or maintenance designees). The regulatory authority for the individual's appointments will be in accordance with one of the following sections: § 183.29, § 183.31, or § 183.33.

ff. Oversight. See Supervision. For the purpose of this order, "oversight" and "supervision" are used interchangeably.

gg. Performance Evaluation Form. An annual report (FAA Form 8110-30, DER Performance Evaluation Form) submitted by an FAA employee evaluating a DER's performance in support of FAA activities. The report documents annual oversight and review of the DER's assistance to the FAA. In addition, the report provides an indication of FAA monitoring and counseling for correction of DER deviant action noted during the evaluation period. Finally, the report also provides a documented recommendation for renewal of the designation in accordance with § 183.15(b).

hh. Person. An individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

ii. Product. An aircraft, aircraft engine, or propeller.

jj. Production Approval Holder (PAH). The holder of a PC, a parts manufacturer approval (PMA), or a technical standard order authorization, issued under the provisions of part 21, who controls the design and quality of the product/article.

kk. Production Certificate Holder's Distribution Center. An associate facility as defined in FAA Order 8120.2, Production Approval and Certificate Management Procedures.

ll. Program Tracking and Reporting System (PTRS). An automated information tracking system that includes the tracking of all designee activities by AFS.

mm. Recurrent Seminars. The FAA conducts two types of recurrent seminars:

(1) A DER recurrent seminar provides an update on general policy and specific technical topics applicable to DER disciplines.

(2) A DMIR/DAR recurrent seminar provides instruction concerning designee authority and responsibility, and current rules, regulations, and policy.

nn. Renewal. The act of authorizing a designee to continue performing delegated functions.

oo. Special Authorization Letter. For DERs, a special authorization letter states that the DER is permitted to make certain data approvals normally reserved for the FAA. The special authorization letter identifies these approvals, the project, and the duration for which the special authorization is valid. A special authorization letter is valid only at the ACO that issued the letter and only for the project for which it is generated.

pp. Standardization Seminars. The FAA conducts two types of standardization seminars:

(1) A DER standardization seminar provides a familiarization of FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

(2) A DMIR/DAR standardization seminar provides a familiarization of FAA administrative procedures, methods, and practices used by persons involved in the civil certification process.

qq. Status Definitions of Designees. An indicated status of a designee's delegation within the DIN.

(1) **Active.** The appointed designee currently exercises the delegated authority.

(2) **Applicant.** The person who submitted an application is being evaluated prior to making a decision to deny or appoint them as a candidate or active designee.

(3) **Candidate.** The designee applicant is serving a period of training to prepare for appointment as an active designee.

(4) **Denied.** It is determined the applicant fails to meet the minimum qualifications of the delegation(s), and the delegation of designee-requested authority cannot be made.

(5) **Idle.** The appointed designee currently is not in a position to exercise the delegated authority, but in the interest of the FAA, the managing office agrees not to terminate the delegated authority.

NOTE: A designee in an idle status should be reviewed annually to determine whether the designee should remain in an idle status or terminated.

(6) **Suspended.** Delegated authority has been immediately removed for cause.

(7) **Terminated.** Delegated authority has been removed for one or more of the following reasons:

(a) **Deceased.**

(b) Retired. In a typical case, a designee had worked for an established company and ceased to function as a designee upon retirement from the company.

(c) By Request. At the request of a designee or designee's employer or by the supplier to a PAH.

(d) Change of Employment. The designee leaves the employment of the company that requested the delegation.

(e) Misconduct. The designee has not properly exercised or performed the duties of the delegation.

(f) Insufficient Activity. The designee has not had sufficient activity to warrant continuance of the delegation.

(g) Lapse in Qualifications. The designee's qualifications for a specific activity have lapsed.

(h) Certificate Suspension, Cancellation, or Revocation. The certificate that is required by a designee or the designee's employer is suspended, canceled, or revoked.

(i) Lack of Care, Judgment, or Integrity. The designee has not demonstrated the care, judgment, or integrity required to exercise the delegation properly.

(j) Lack of FAA Need and Ability To Manage. The managing office no longer needs the services of the designee, or no longer has the resources to manage the designee.

(k) Nonsubmission of the Interaction Tracking Form (DER Only). The DER failed to submit the Interaction Tracking Form by the expiration date of appointment.

(l) Any Other Reason. For any other reason deemed necessary by the Administrator.

(8) Transferred. The designee has transferred from one appointment office jurisdiction to another.

(9) Withdrawn. The person has voluntarily withdrawn an application.

rr. Selection, Appointment, and Renewal (SAR) System. The SAR system automates and tracks the selection, appointment, and renewal workflow. This automation capability is accomplished through the DIN and the Internet. Internal data will be available in a centralized location for authorized FAA personnel to access regardless of their physical office location, provided network connectivity exists.

Note: For the purpose of this revision, only the automation of renewal will be addressed. Selection and appointment DIN automation are future capabilities.

ss. Supervision. That portion of oversight responsibilities for assigned designees that includes the following:

- (1) Documenting and maintaining current and accurate records.
- (2) Informing designees of their duties and responsibilities.
- (3) Authorizing activities outside the managing office's geographic area.
- (4) Providing guidance and direction in the implementation of all assigned duties.
- (5) Providing designee training.
- (6) Notifying designees of their performance.
- (7) Initiating corrective action, as required.

tt. Tracking. The portion of oversight responsibilities for assigned designees that includes documenting the designee's activities.

11. ACRONYMS. The following is a list of acronyms used in this order:

14 CFR	Title 14, Code of Federal Regulations
A&P	airframe and powerplant
AC	advisory circular
ACO	aircraft certification office
AD	airworthiness directive
AFS	Flight Standards Service
AIR	Aircraft Certification Service
ASE	aviation safety engineer
ASI	aviation safety inspector
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAR	Civil Air Regulation
CHDO	certificate holding district office
CMO	certificate management office
COA	Certificate of Authority
COD	Certificate of Designation
DAR	designated airworthiness representative
DER	designated engineering representative

DIN	Designee Information Network
DME	designated mechanic examiner
DMIR	designated manufacturing inspection representative
DPC	designee process coordinator
DPRE	designated parachute rigger examiner
DST	Designee Standardization Team
EASA	European Aviation Safety Agency
EP	evaluation panel
FAA	Federal Aviation Administration
FSDO	flight standards district office
FTP	flight test pilot
HIRF	high-intensity radiated field
ID	identification
IFO	international field office
IPA	Implementation Procedures for Airworthiness
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
MIDO	manufacturing inspection district office
MIO	manufacturing inspection office
MISO	manufacturing inspection satellite office
NEB	National Examiner Board
OJT	on-the-job training
PAH	production approval holder
PC	production certificate
PMA	parts manufacturer approval
PTRS	Program Tracking and Reporting System
RO	regional office
SAR	selection, appointment, and renewal
STC	supplemental type certificate
TC	type certificate
U.S.	United States
VLA	very light aircraft

12. FORMS, LETTERS, AND FORMATS. Examples of appropriate forms, letters, and formats referenced in this order are provided in the appendixes.

13. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements suggested regarding the content of this order should be documented on an FAA Form 1320-19, Directive Feedback Information (located in the back of the order) and forwarded to the Planning and Financial Resources Management Branch, AIR-530, Attention: Directive Management Officer, for consideration. A copy may be forwarded to the Production and Airworthiness Certification Division (AIR-200), Delegation and Airworthiness Programs Branch (AIR-140), and Aircraft Maintenance Division (AFS-300), Attention: Comments to Order 8100.8. If an interpretation is urgently needed, you may contact AIR-100 or AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 to follow up each verbal conversation.

CHAPTER 3. AIR DESIGNEE AUTHORITY AND RESPONSIBILITIES

300. GENERAL. AIR designees, within limits and under the supervision of the advisor, may be authorized to perform examinations, inspections, and witness tests in the manufacturing and engineering areas.

a. Designees must be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any functions until the required documents are obtained. Material may be downloaded from the FAA Designee and Delegation Web site at <http://www.faa.gov>.

b. Designees ARE NOT authorized to perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

c. Designees ARE NOT authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

d. Designees ARE NOT authorized to issue U.S. airworthiness certificates or special flight permits on non-U.S.-registered aircraft.

e. The FAA inspector or engineer WILL NOT authorize any privileges not covered in part 183. Designees will perform only authorized functions within the limits of designated authority.

f. Designees, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and ARE NOT considered employees of the FAA. Designees are authorized to use their titles (for example, DMIR or DAR) only when performing those functions specifically delegated by the FAA managing office.

g. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time. This may be done through SAR when available.

h. Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designees are encouraged to obtain guidance material through the reference library located on the Designee Web site. The reference library is intended to be the primary source of electronic designee guidance material. AFS and AIR maintain this Web site. If designees are unable to obtain guidance material through the Internet, they may contact their managing/appointing offices for assistance. Designees also may request guidance material from the U.S. Department of Transportation, Subsequent Distribution Office, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785; telephone number 301-322-4779; fax number 301-386-5394.

301. MANUFACTURING DESIGNEE AUTHORITY.

a. Manufacturing DMIRs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DMIR will—

(1) Be authorized to assume responsibility for performing authorized functions concerning products and/or articles that are produced and controlled by their employer's production approval,

(2) Not issue U.S. airworthiness certificates or special flight permits for non-U.S.-registered aircraft,

(3) Perform functions only within the limits of their authority, and

(4) Provide information related to their accomplishments in accordance with the schedule established by their managing office.

b. Manufacturing DARs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DAR will—

(1) Perform only authorized functions within the limits of their authority,

(2) Contact their managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant. Obtain any special directions or instructions deemed necessary by the advisor requesting the inspection activity,

(3) Provide information relating to their accomplishments in accordance with the schedule established by their managing office,

(4) Ensure that FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance may any certificate be in the possession of an applicant until the DAR has completed and signed the certificate. All airworthiness certificates or approvals and related documents (for example, application for airworthiness certificates, limitations cited and attached to FAA Form 8130-7, Special Airworthiness Certificate, and FAA Form 8100-2, Standard Airworthiness Certificate) will indicate the DAR's printed or typed name, signature, and designation number,

(5) Not perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products or articles for which an airworthiness certificate or approval is sought. This would not preclude the DARs from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under their DAR authority.

(6) Ensure a product meets the FAA-approved type design data, is in a condition for safe operation, and complies with all applicable regulations (for example, marking requirements, registration, and special importing requirements) before issuing an airworthiness certificate. The DARs will seek guidance from their managing office when problems arise that they cannot resolve,

(7) Ensure FAA Form 8100-1, Conformity Inspection Record, is used to record conformity inspections conducted during type or airworthiness certification activities,

(8) Submit applicable original or duplicate documents within 7 days of completion to the managing office for review,

(9) Review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR also must obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections, and

(10) Ensure special flight permits issued for overweight operations are in accordance with the latest revisions of all applicable guidance material (for example, FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products; FAA Order 8300.10, Airworthiness Inspector's Handbook; and other policy documents). The DAR will contact the managing office to obtain any special directions or instructions BEFORE issuing a special flight permit for overweight operations.

302. RESERVED.

303. ENGINEERING DESIGNEE - DUAL APPOINTMENTS. An individual may be appointed to act as both a company DER and a consultant DER. In such a case, two separate appointments will be made and separate certificates of delegation issued.

a. The ACO will advise the DER that the employer should be informed of the dual appointment. In the case of dual appointments, the consultant DER delegation may be authorized for areas different from the company DER delegation, depending on the applicant's experience and the limitations the ACO may place on the DER.

b. Each of these appointments should be managed by the same appointing ACO. If the company DER delegation and the consulting DER delegation would be in the geographic area of responsibility of two different ACOs, the two ACOs will determine which office will manage the dual delegation.

304. CROSS-UTILIZATION OF DARs. While manufacturing inspectors/designees primarily are responsible for original airworthiness certification, and flight standards airworthiness inspectors/designees primarily are responsible for recurrent airworthiness certification, original and recurrent airworthiness certifications may be authorized to a manufacturing DAR for specific function codes. When the manufacturing managing office is delegating both original and recurrent functions (under the manufacturing function codes), the managing office should

coordinate with the maintenance managing office on the intent to delegate “recurrent” (manufacturing function codes) functions to eliminate any potential issues that may arise.

a. An individual may be authorized to perform original and recurrent functions when the individual meets both sets of qualification criteria and has the applicable function code(s) authority. Each designee should be carefully evaluated to ensure the correct function codes with appropriate limitations for those functions are delegated.

b. For new applicants requesting original and recurrent functions (under the manufacturing function codes), the appropriate manufacturing managing office must obtain concurrence of recurrent functions under the manufacturing function codes from the appropriate AFS managing office before delegating the applicant as a manufacturing designee.

c. For existing manufacturing designees who already have been delegated both original and recurrent activity, the designee must obtain concurrence from the appropriate maintenance advisor before performing delegated recurrent functions as a manufacturing designee.

d. CMOs/FSDOs/MIDOs must ensure that documentation (for example, e-mails, faxes, and phone logs) of the mutual agreement/concurrence by the two managing offices is maintained in the designee’s file.

305. MANUFACTURING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

a. Operating Outside Geographic Boundaries. It is the FAA’s intention that all manufacturing designees perform their authorized functions within the managing office’s geographic boundaries. However, a managing office may authorize a manufacturing designee to perform authorized functions outside its geographic boundaries (including other countries) on a case-by-case basis when the FAA’s ability to adequately monitor and supervise the designee is maintained. The manufacturing DMIR/DAR will submit FAA Form 8130-13, Designee Geographic Expansion Authorization, to the managing office for authorization to work outside the assigned geographic area. For processing Form 8130-13, refer to paragraph 904 of this order.

b. Feedback to Foreign Authorities. On some occasions, manufacturing designees may conduct activities in foreign facilities that hold an approval from their local Civil Aviation Authority (CAA). If problems are encountered during a U.S. project, the designee must provide the details to the managing office. The managing office will determine if any system issues or major problems should be forwarded to the applicable CAA for its consideration. For example, if the outcome of a test fails or articles are nonconforming, it may be evidence of a system breakdown or a compliance problem at that facility.

c. DER Authorization. The delegated functions and authorized areas for each DER will be established from the appendix 1, figure 3 charts of this order, before the applicant's original appointment, and again during review at the DER's authority change or renewal date. These will be listed on the COA, the letter of appointment, or any letter(s) of renewal or authority for expansion or deletion. Any other limitations appropriate to the appointment, such as certain CAR or other regulation(s), are also listed on the form. "Recommend approval" may be used only for those delegated functions authorized on the COA. The scope of the designation, and any limitation considered necessary at the time of appointment, will be clearly indicated on the COA or other related documentation.

d. Predecessor Regulations, Harmonized Regulations, or Other Acceptable Airworthiness Requirements. The delegation of a specific portion of 14 CFR also may include the delegation for predecessor and other applicable regulations. Approval for predecessor regulations typically would be limited to 14 CFR or CAR airworthiness requirements.

(1) Example of Predecessor Regulations. The delegation of 14 CFR part 25, Airworthiness Standards: Transport Category Airplanes, includes CAR part 4b.

(2) Example of Harmonized and Predecessor Regulations. The delegation of 14 CFR part 23, Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes, includes CAR part 3 or Joint Aviation Requirements (JAR) 23.

(3) Example of Acceptable Airworthiness Requirements. The delegation of JAR-Very Light Aircraft (VLA) and the airworthiness standards accepted for primary category airplanes.

312. ENGINEERING DESIGNEES - LIMITED APPOINTMENTS. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems (for example, hydraulic and pressurization on only one airplane model), or an FTP DER could be limited to conducting flight tests on fixed wing aircraft of a specified maximum gross weight. Caution should be exercised in making delegations so narrowly limited that they become burdensome to the FAA.

313. ENGINEERING DESIGNEES - LIMITATIONS ON DER FUNCTIONS. The FAA retains authority and responsibility for examining and approving certain items. This limits the data that the DER can approve. Order 8110.37, appendix 1, lists those areas that would more than likely be reserved for FAA approval but that could be delegated to a DER.

314. ENGINEERING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

a. Finding Compliance to Foreign Regulations.

(1) Approval Basis. The ACO may authorize a DER to make compliance findings to specific foreign regulations delegated to the FAA by a foreign CAA. This can be done in accordance with Implementation Procedures for Airworthiness (IPA) under a Bilateral Aviation Safety Agreement (BASA) or some other written FAA-approved arrangement with that country

(after consultation with the International Airworthiness Programs staff, AIR-40). If the FAA accepts the delegation of a compliance finding from a bilateral or Joint Aviation Authorities (JAA) member country or from the JAA under the BASA IPA, that finding could be made either directly by the FAA or by an appropriately qualified designee. The decision to delegate the compliance finding, as well as the decision to provide this special authorization to a designee, is made by the FAA only, depending on availability of resources. A DER who is granted such approval authority must have demonstrated knowledge of the foreign regulations and their application to the appointing ACO. This typically will be evidenced by participation on previous validation programs with the foreign CAA and the FAA.

NOTE: For paragraph 314a(1) above, the JAA/EASA may be substituted as a foreign CAA.

(2) Form 8110-3 Distribution. The DER will provide the original Form 8110-3 to the project ACO. The DER must also send a copy of the form to the appointing ACO, if different from the project ACO. The substantiating data must be provided to the project ACO if the Recommend Approval block is checked. The substantiating data must be made available to the project ACO if the Approval block is checked. The project ACO will transmit FAA final approval for the compliance finding to the foreign CAA. In that final approval, the FAA confirms that compliance has been demonstrated and findings of compliance have been made.

(3) Completion of Form 8110-3. A DER with this specific authorization is permitted to approve data only to the additional technical requirements for the affected CAA as specified in the agreed certification basis or as written on the type certificate data sheet of the affected product. A DER may approve this data only for the aircraft models for which the DER is authorized. When approving data to harmonized requirements, the DER should complete Form 8110-3 to identify the applicable portion(s) of 14 CFR rather than the foreign regulations.

b. FAA-Accepted Foreign Requirements. A finding of compliance also may be made to requirements that have been adopted or accepted by the FAA, such as JAR-VLA, when used in certifying certain small aircraft. Form 8110-3 is used to approve or recommend approval with U.S. requirements or foreign CAA regulations as authorized by the ACO.

c. Compliance Findings Outside the United States. A DER may be authorized to find compliance to 14 CFR on behalf of the FAA in a country other than the United States under the following conditions and limitations:

(1) Project ACO. The project ACO must coordinate, as applicable, with the certificate managing ACO for significant projects as noted in paragraph 2-4c. of Order 8110.4.

(2) DER Access. The DER and the FAA should be aware that some countries do not allow FAA designees to operate in their jurisdiction, or prefer to be given the opportunity to participate on major FAA projects themselves, in lieu of a DER conducting the requested tasks.

(3) U.S.-Certificated and Foreign-Registered Aircraft. The DER may engage only in activities pursuant to a U.S. type certificate (TC)/FAA approval or by direction of the project ACO.

CHAPTER 4. AIR APPLICATION PROCESS

400. GENERAL. This chapter describes the process by which a qualified private person may apply for appointment as an AIR designee. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of designees. By providing this information, the FAA may find that some individuals elect not to submit an application based on their inability to satisfy the high qualification requirements for appointment. This initial contact stating the high FAA expectations for designee appointment may eliminate resource hours being expended on application packages that would be rejected.

a. When an individual elects to pursue appointment, the managing office responsible for the geographic area in which the applicant's place of business is located (for AIR geographic locations, refer to appendix 1, figures 7 and 8 of this order) will forward all requests to the person who will serve as the DPC. Any false statements made by the applicant in the application package are grounds for denial of appointment.

b. The DPC will prepare and forward an application package, based on the areas of interest, to the prospective applicant. The application package for designees will include a cover letter (refer to appendix 1, figures 2 and 4 of this order), FAA Form 8110-14, Statement of Qualifications, an explanation of the appointment criteria, and the applicable evaluation forms, all of which will be used to evaluate the applicant. When the prospective applicant returns the completed application package, the DPC will initiate the formal review process and coordinate all subsequent FAA actions.

NOTE: There may be local working agreements between the appointing ACO/MIO/MIDO/CMO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before appointment.

401. APPLICATION PACKAGE. The applicant must submit the following:

a. **Cover Letter.** A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for a DMIR or company DER must submit a letter from the applicant's employer requesting an appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. The cover letter for all DER applications must include the applicant's plans for activity as a DER. Companies should apply for the appointment of only as many designees as they deem appropriate for the services to be rendered.

b. **Form 8110-14.** The applicant must submit a completed Form 8110-14 with an original signature (refer to appendix 1, figure 1 of this order). If the applicant is requesting appointment as a company designee, the employer must complete and sign item 13. When applicable, the company's address and phone number are required on the form.

c. Evaluation Forms. The applicant must complete and submit applicable portions of the evaluation forms (refer to appendix 1, figures 3 and 5 of this order) that are based on the specific designation being sought. The applicant also must submit supplemental documentation that substantiates experience in each of the four evaluation criteria (that is, regulatory, technical, interface, and standardization). The applicant must return the evaluation forms and supplemental information with the rest of the completed application package. When returned, the evaluation forms identify the delegations sought and provide a means for the FAA to record the evaluation and decision regarding the application. The evaluation of the applicant's information will determine if an applicant may be appointed, identified as a candidate, or denied appointment. Appointment is made when an applicant meets the criteria, has had direct FAA interaction (depending on the designation being sought), and provides verifiable documentation, and the FAA has the need and ability to manage the designation. Failure to meet the applicable criteria will result in a denial. The applicant's qualifications will be evaluated against the regulatory, technical, interface, and standardization appointment criteria found in tables 4-1 to 4-4 below:

TABLE 4-1. REGULATORY APPOINTMENT CRITERIA

DER	DMIR/DAR
<p>1. The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process.</p> <p>2. The applicant has a thorough working knowledge of the specific 14 CFR parts and predecessor regulations for which the designation is requested.</p>	<p>1. The applicant is knowledgeable of the pertinent regulations, directives, and related guidance material.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA

DER	DMIR/DAR
<p><u>GENERAL</u></p> <p>1. Each applicant has been in a responsible position in connection with the type of work for which the designation is being sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation; refer to appendix 1, figure 3 of this order.</p>	<p><u>GENERAL</u></p> <p>1. Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products and/or articles OF THE SAME TYPE AND COMPLEXITY for the functions sought; refer to appendix 1, figure 5 of this order.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>2. The applicant has the basic engineering knowledge appropriate to the designation being sought, as demonstrated by 8 years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years maximum credit. An applicant who has not earned an engineering degree may substitute 40 credit hours of successfully completed course work in engineering or related curriculum for 1 year of experience, up to 4 years maximum credit.</p> <p>3. Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same persons used for character references.</p> <p>4. For company DERs, the application must include a statement from the company attesting to the applicant’s technical competency.</p> <p>NOTE: The applicant’s documented technical expertise will be evaluated against the Delegated Functions/Authorized Area Charts and will be used to determine the scope of appointment.</p> <p>5. For DER applicants who wish to be delegated authority to make compliance findings to foreign CAA’s regulations, knowledge in the application and interpretation of the specific foreign regulations must be demonstrated.</p>	<p>2. Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same persons used for character references. DMIR applicants must include a letter of recommendation from the company attesting to the applicant’s technical competency; this may be considered one of the three required technical references.</p> <p>3. A DMIR must be employed by a PAH or a PAH’s approved supplier and be familiar with the facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, and parts approval and associated data, as appropriate for the functions sought.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p><u>SPECIALIZED</u></p> <p>1. For an FTP DER designation, the applicant also must meet the following requirements:</p> <p style="padding-left: 20px;">a. Hold a commercial pilot certificate with an instrument rating, and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.</p> <p style="padding-left: 20px;">b. Have logged a minimum of 2,000 pilot-in-command flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.</p> <p style="padding-left: 20px;">c. Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.</p> <p style="padding-left: 40px;">NOTE: The requirements of 1b and 1c above are initial requirements, not annual requirements.</p> <p>2. For a DER with a delegation of software approval, the applicant also must possess the following:</p> <p style="padding-left: 20px;">a. A thorough working knowledge and understanding of RTCA Document DO-178 (as amended), Software Considerations in Airborne Systems and Equipment Certification.</p> <p style="padding-left: 20px;">b. An understanding of and experience with DO-178 software life cycle data required for certification (for example, Plan for Software Aspects of Certification, Software Configuration Index, Software Accomplishment Summary, Software Quality Assurance Plan, Software Development Standards, Software Verification Plan, and</p>	<p><u>SPECIALIZED</u></p> <p>1. For the issuance of original standard and/or special airworthiness certificates for U.S.-registered aircraft, at least one of the following must apply:</p> <p style="padding-left: 20px;">a. The applicant must have 5 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p style="padding-left: 20px;">b. An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 1a above.</p> <p>2. For the issuance of original airworthiness approvals for an aircraft engine, or propeller designated for domestic use, at least one of the following must apply:</p> <p style="padding-left: 20px;">a. The applicant must have 5 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p style="padding-left: 20px;">b. An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 2a above.</p> <p>3. For the issuance of original export airworthiness approvals for products, at least one of the following must apply:</p> <p style="padding-left: 20px;">a. The applicant must have 5 years of experience in actually issuing (or having</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>Software Tool Qualification Plan). The applicant also should demonstrate the ability to assess the quality of all software life cycle data and the development team’s adherence to approved plans and standards.</p> <p>c. Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level.</p> <p>d. A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The applicant should be able to identify the critical aspects and contents of each of the documents in DO-178.</p> <p>e. Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate of different software development programs.</p> <p>f. Experience interacting with all phases of software development and testing processes addressed by DO-178, including use of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant’s capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.</p> <p>g. Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools</p>	<p>responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 3a above.</p> <p>4. For the issuance of original airworthiness approvals designated for domestic use of an article (for example, module or subassembly) made under an FAA production approval, the failure of which would jeopardize the safety of an aircraft, aircraft engine, or propeller, at least one of the following must apply:</p> <p>a. The applicant must have 3 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant’s ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This is to include knowledge of the following:</p> <p>(1) First article, in-process, and final assembly inspections.</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/
<p>available to facilitate the development, documentation, and consistency-checking processes is highly desirable.</p> <p>h. Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures available to protect against them, and the characteristics of a thorough test program.</p> <p>i. Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, and software reentrancy. This should include an understanding of the types of analysis and testing necessary to ensure the integrity of these mechanisms.</p> <p>j. An understanding of the techniques that may be employed to reduce software criticality levels, such as system architecture, dissimilar software, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the system integrity required.</p> <p>k. Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.</p> <p>l. Demonstrated use of DO-178 objective tables and assessing a project's compliance to those objectives. This includes familiarity with the FAA's software review approach as explained in FAA policy and the job aid titled "Conducting Software Reviews Prior to Certification."</p>	<p>(3) Destructive and nondestructive inspections.</p> <p>(4) Manufacturing processes.</p> <p>(5) Airworthiness assurance.</p> <p>(6) Development and implementation of quality control systems and procedures.</p> <p>(7) Testing procedures.</p> <p>(8) Use of FAA-approved type design data.</p> <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 4a and/or 4b above.</p> <p>5. For the issuance of original export airworthiness approvals for articles, at least one of the following must apply:</p> <p>a. The applicant must have 3 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, Export Airworthiness Approvals, and any special requirements of the</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>m. Experience with software verification process activities, including reviews, analyses, and testing.</p> <p>n. Experience with software structural coverage analysis, including determination of modified condition/decision, condition coverage (level A only), decision coverage (levels A and B), statement coverage (levels A, B, and C), and data coupling and control coupling analyses (levels A, B, and C), as appropriate for the software level being approved.</p> <p>o. Familiarity with post-certification software processes (for example, manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and field-loadable software control).</p> <p>p. Familiarity with software modification processes, including change impact analyses, upgrading previously developed software, and regression analyses and testing.</p> <p>q. Familiarity with current FAA software policy (for example, policy on field-loadable software, software changes in legacy systems, user-modifiable software, software tool qualification, software review process, and previously developed software).</p> <p>r. A minimum level of successful experience before the DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows:</p>	<p>importing country. This is to include knowledge of the following:</p> <p>(1) First article, in-process, and final assembly inspections.</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).</p> <p>(3) Destructive and nondestructive inspections.</p> <p>(4) Manufacturing processes.</p> <p>(5) Airworthiness assurance.</p> <p>(6) Development and implementation of quality control systems and procedures.</p> <p>(7) Testing procedures.</p> <p>(8) Use of FAA-approved type design data.</p> <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 5a and/or 5b above.</p> <p>6. For the issuance of original airworthiness approvals designated for domestic use of any articles not included in paragraphs 2 and 4 above, including standard articles that are manufactured under a production approval, at least one of the following must apply:</p> <p>a. The applicant must be employed by a PAH or a PAH’s approved supplier. The applicant must have 1 year of experience in actually issuing (or having responsibility for</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>(1) Level A Software. A DER should have at least 1 year of successful experience reviewing level A software data submittals before being designated to approve any level A data.</p> <p>(2) Level B Software. A DER should have at least 1 year of successful experience reviewing either level A or level B software data submittals before being designated to approve any level B data.</p> <p>(3) Level C Software. A DER should have at least 1 year of successful experience reviewing either level A, level B, or level C software data submittals before being designated to approve any level C data.</p> <p>(4) Level D Software. A DER may be designated to approve level D data if the qualification criteria for appointment as a DER with software approval have been met.</p> <p>NOTE 1: The appointing ACO will determine what limitations, if any, will be placed on the DER's software approval level. These limitations may be expressed in the terms used in DO-178 and defined on related documentation.</p> <p>NOTE 2: Normally, the Plan for Software Aspects of Certification and Software Accomplishment Summary should be reserved for approval by the ACO.</p> <p>3. For a structural DER with a delegated function of damage tolerance evaluation, the applicant should have the following:</p> <p>a. A degree in one of the following:</p>	<p>managing programs leading to the issuance of original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. The applicant must show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This is to include knowledge of the following:</p> <p>(1) First article, in-process, and final assembly inspections.</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).</p> <p>(3) Destructive and nondestructive inspection.</p> <p>(4) Manufacturing processes.</p> <p>(5) Airworthiness assurance.</p> <p>(6) Development and implementation of quality control systems and procedures.</p> <p>(7) Testing procedures.</p> <p>(8) Use of FAA-approved type design data.</p> <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that specified in paragraphs 6a and/or 6b above. Those person(s) authorized by the FAA to issue FAA Form 8130-3, Authorized Release Certificate, must perform or be directly in charge of inspections that determine</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>(1) Engineering mechanics.</p> <p>(2) Aerospace/Aeronautical engineering.</p> <p>(3) Mechanical engineering.</p> <p>(4) Civil engineering.</p> <p>NOTE: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.</p> <p>b. The equivalent of 2 full years of experience in damage tolerance analysis. The experience must be within the last 10 years before appointment.</p> <p>4. For a structural DER with delegated functions of fatigue analysis, the applicant should have the following:</p> <p>a. A degree in one of the following:</p> <p>(1) Engineering mechanics.</p> <p>(2) Aerospace/Aeronautical engineering.</p> <p>(3) Mechanical engineering.</p> <p>(4) Civil engineering.</p> <p>NOTE: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.</p> <p>b. The equivalent of 2 full years of experience in fatigue analysis. The experience must be within the last 10 years before appointment.</p>	<p>that articles conform to the PAH's approved type design data and are in a condition for safe operation.</p> <p>7. For the issuance of original/recurrent export airworthiness approvals for articles, at least one of the following must apply:</p> <p>a. The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 1 year of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. The applicant must show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country. This should include knowledge of the following:</p> <p>(1) First article, in-process, and final assembly inspections.</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).</p> <p>(3) Destructive and nondestructive inspection.</p> <p>(4) Manufacturing processes.</p> <p>(5) Airworthiness assurance.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>5. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems, such as hydraulic and pressurization, on only one airplane model.</p> <p>6. An administrative DER, who is usually a company DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process and the administrative problems encountered in obtaining approvals. When the ACO has documented that an equivalent finding has been made to demonstrate that the applicant meets the intent of paragraph 2 of this table (Technical Appointment Criteria - General), and paragraph 4 of table 4-3, Interface Appointment Criteria, the ACO manager may, at their discretion, appoint an applicant who does not meet all of the other requirements of table 4-2.</p> <p>7. A management DER, who is usually a consultant DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated technical DER knowledge over a variety of FAA projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining approvals. Management DERs must first be appointed to one of the delegations listed in appendix 1 of this order.</p>	<p>(6) Development and implementation of quality control systems and procedures.</p> <p>(7) Testing procedures.</p> <p>(8) Use of FAA-approved type design data.</p> <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that specified in paragraphs 7a and/or 7b above. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections that determine that articles conform to the PAH's approved type design data and are in a condition for safe operation.</p> <p>8. For making conformity determinations on products and articles thereof (including those submitted for FAA tests) before the issuance of an FAA type design approval, at least one of the following must apply:</p> <p>a. The applicant must have 5 years of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that prototype or test articles that conform to the proposed type design being evaluated (including complete aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought).</p> <p>b. The applicant must show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles or a completed product (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation, conform to the</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
	<p>proposed type design being evaluated. This should include knowledge of the following:</p> <ul style="list-style-type: none"> (1) First article, in-process, and final assembly inspections. (2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). (3) Destructive and nondestructive inspection. (4) Manufacturing processes. (5) Airworthiness assurance. (6) Development and implementation of quality control systems and procedures. (7) Testing procedures. (8) Use of FAA-approved type design data. <p>9. For the issuance of conformity certifications for articles manufactured in the United States for non-U.S. product manufacturers, at least one of the following must apply:</p> <ul style="list-style-type: none"> a. The applicant must have 3 years of experience in making conformity determinations (or having responsibility for managing programs leading to determinations) that prototype or test articles (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
	<p>proposed type design being evaluated by the FAA.</p> <p>b. The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles or a completed product (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA/non-U.S. design evaluation, conform to the proposed type design being evaluated. This should include knowledge of the following:</p> <ul style="list-style-type: none"> (1) First article, in-process, and final assembly inspections. (2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). (3) Destructive and nondestructive inspection. (4) Manufacturing processes. (5) Airworthiness assurance. (6) Development and implementation of quality control systems and procedures. (7) Testing procedures. (8) Use of FAA-approved type design data. <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 9a and/or 9b above.</p> <p>10. For the issuance of special flight permits for U.S.-registered aircraft, at least one of the following must apply:</p> <ul style="list-style-type: none"> a. The applicant must have 5 years of experience in actually issuing (or having responsibility for managing programs leading to

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
	<p>the issuance of) original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 10a above.</p> <p>11. For the issuance of FAA Form 8130-3 for articles, domestic or export, at a PC holder’s distribution center, the following must apply:</p> <p>a. The applicant must have 6 months of experience working within the PC holder’s quality system.</p> <p>b. The applicant must have 6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.</p> <p>c. The applicant must have 6 months of experience working with the data system used to track articles, verify inspections, and validate serial numbers.</p> <p>d. The applicant must have 6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular article.</p> <p>e. The applicant must have 6 months of experience and a working knowledge of acceptance, rejection, and material review board procedures and be able to access the applicable data when necessary.</p> <p>f. The applicant must demonstrate the ability to determine that articles presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.</p>

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA

DER	DMIR/DAR
<p>1. Interpersonal Skills. Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.</p> <p>Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.</p> <p>2. Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)</p> <p>3. Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references.</p> <p>4. The applicant must have significant experience in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant’s experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant’s range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well-versed in all pertinent regulation(s).</p>	<p>1. Interpersonal Skills. Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.</p> <p>Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.</p> <p>2. Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)</p> <p>3. Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. DMIR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.</p> <p>4. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p>5. For DARs, the applicant must have significant experience in a direct working relationship with the FAA in which the applicant was actively involved in tasks leading to the issuance of airworthiness certificates or approvals.</p>

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR
<p>NOTE: The criteria in paragraph 4 above need not be met for identification as a candidate. The applicant must satisfy all other criteria.</p> <p>5. The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.</p> <p>6. For company DERs, the applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p>8. The applicant's position within a company should not result in any significant conflict of interest.</p>	<p>NOTE: The criteria in paragraph 5 above need not be met for identification as a DAR candidate. The applicant must satisfy all other criteria.</p> <p>6. The DMIR applicant must have been in a responsible position (for example, supervisor, team leader, crew chief, or lead inspector) for a minimum of 1 year in connection with the type of work to be covered by the designation. Also, the DMIR applicant must report to a level of management in the PAH or PAH's approved supplier organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The DMIR/DAR applicant's place of residence and place of business may be outside the United States if it has been determined there is no undue burden on the FAA. U.S. citizenship is not a requirement for appointment.</p>

TABLE 4-4. STANDARDIZATION APPOINTMENT CRITERIA

DER	DMIR/DAR
These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the DER initial seminar.	These criteria verify that the DMIR/DAR applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the online initial part 1 seminar.

402. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within 3 years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, applicants must submit a letter of recommendation from the manager of their former office. If a former FAA employee cannot get a letter from their former manager, they must submit the Standardization and Interface portions. All other portions of the application package are required to be filled out and returned to substantiate their experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

403. MULTIPLE APPOINTMENTS. An individual may be appointed as more than one type of designee. For example: DAR and DMIR or DAR, DMIR, and DER, as long as all appointment criteria are met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required in the DIN for each appointment. A separate advisor should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two advisors. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations. If the delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

NOTE: A designee performing engineering and manufacturing DMIR/DAR functions (or other combination thereof) may not perform both functions on the same product or article. For example, a manufacturing DMIR/DAR cannot perform a conformity inspection on the same product or article for which they approved the design as a DER.

404. SUPPLIER DMIR APPLICATIONS.

a. Requests for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude, and it must be accompanied by a completed Form 8110-14. The request for appointment also must contain a letter from the PAH detailing the need for the DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment, including determining the need and ability to manage the designee, with the PAH's certificate management MIDO.

b. A supplier DMIR will be limited to perform authorized functions on products produced under a TC/STC for the PAH only for which the designee is appointed.

NOTE 1: If a PAH is supplying articles to a TC/STC applicant that does not hold a production approval, a DAR/ASI or an authorized DMIR at the PAH must perform a conformity inspection.

NOTE 2: If a TC/STC applicant that does not hold a production approval is having articles manufactured at a supplier that does not hold a production approval, a DAR/ASI must perform a conformity inspection.

c. When revisions are sought to authorized functions listed or referenced on a DMIR's COA, the PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. Any PAHs added to a DMIR's COA must be substantiated by a PAH's letter of recommendation and concurrence from the cognizant FAA office. The appointing MIDO must issue and process a COA in accordance with chapter 5, AIR Designee Appointment Process, of this order. The DMIR will be provided the new COA and instructed to return the previously issued COA along with any supplements. The appointing office will coordinate any revisions to a supplier DMIR's COA with each appropriate MIDO.

405. RESERVED.

406. RESERVED.**407. RESERVED.**

408. APPOINTMENT OF DMIRs OUTSIDE THE UNITED STATES. Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or PAH's approved supplier will make application for a DMIR appointment outside the United States in accordance with the applicable criteria found in tables 4-1 to 4-4 of this order. The application must be accompanied by adequate written justification providing all information (for example, work location, type of work, and duration) necessary for the FAA to render a judgment. A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

a. The managing office may permit the appointment of a DMIR only when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained.

b. The country where the appointment will be made must have, or currently be working toward, a bilateral agreement with airworthiness provisions with the United States.

c. The managing office will notify the appropriate CAA of the application for a DMIR appointment in its country and accomplish the following:

(1) Ascertain that the CAA has no objection to the DMIR performing authorized functions on behalf of the FAA in its country.

(2) Request information from the CAA to determine that the applicant has no history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with chapter 4, AIR Application Process, and chapter 5 of this order.

d. The PAH must apply for and receive an exemption from the requirements in § 21.325(b) or § 21.325(b)(3) when requesting to have a DMIR issue an export airworthiness approval from international location(s).

409. APPOINTMENT OF DARs OUTSIDE THE UNITED STATES.

a. The FAA may appoint non-U.S. citizens who reside in and have a primary place of business in another country as manufacturing DARs. Appointing offices should consider appointing a DAR in another country only in unique situations and only after determining such an appointment would pose no undue burden on the FAA. Managing offices must have the long-term capability and funds to make a minimum of one onsite visit per year to supervise, monitor, train, and track the DAR's activity. These activities should be accomplished concurrently with other FAA activities. Applications must be accompanied by a letter from the CAA of the country, addressed to the appointing manager, stating that it has no objection to the DAR making findings of conformity/compliance on products/articles located in its country.

b. Appointing offices must request information from the CAA to determine whether the applicant has a history of regulatory violations and process the application in accordance with chapter 5 of this order.

410. APPOINTMENT OF DERs OUTSIDE THE UNITED STATES. The FAA will not appoint as a DER an individual who does not have a legal permanent residence in the United States. The FAA has determined the burden to the agency of managing a DER who does not reside in the United States outweighs any FAA need that might be met by appointing such a DER.

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d. On determining to continue the evaluation, the advisor may contact the applicant's references, based on existing knowledge of the applicant's technical capability and character. If the advisor decides not to contact the references, the advisor must document their justification and provide it to the EP.

e. The advisor may contact the applicant for an interview at any point during the evaluation process and may request additional information and/or documentation.

f. The advisor will assess all data relevant to the appointment and either deny the application or recommend appointment or candidacy along with any limitations to the EP. The advisor will document recommended limitations in the Designee Appointment Tracking Document and sign under item 10 (refer to appendix 2, figure 1 of this order). The advisor will consult with the office manager regarding the decision to deny the appointment. The application package, including the Designee Appointment Tracking Document, is then returned to the DPC.

g. Upon receiving the application package, the DPC reviews the file to determine whether the advisor recommends the applicant for approval to the EP. If so, the DPC will notify all parties of the EP meeting, provide copies of the application package for review, and contact the applicant if an interview is required.

NOTE: The DPC may facilitate EP meetings and interview applicants when required. The manufacturing aviation assistant may facilitate the EP meeting but may not interview applicants.

503. PURPOSE AND MAKEUP OF THE EVALUATION PANEL.

a. An EP will be formed to review each application package submitted by the DPC and will consider the advisor's recommendation. The EP will compare the applicant's qualifications to the appointment criteria and determine denial, candidacy, or appointment, and delegations as appropriate. The office manager will select a MINIMUM of two persons to be on the EP who are knowledgeable in the selection, orientation, and appointment process. Whenever possible, EP members should be in the same discipline as the applicant and may include only ASIs, ASEs, and FTPs. In addition, the applicant's assigned advisor may be a member of the EP.

b. EP members should meet in person but may participate by teleconference if necessary. The DPC (other than the manufacturing aviation assistant) may chair and/or facilitate the consensus process of each EP.

c. Management participation should be reserved for potential appeals; therefore, managers should not serve on the EP.

NOTE: If a manager does serve on the EP, that manager must not serve on an appeal panel for the same applicant.

504. EVALUATION PANEL REVIEW OF THE APPLICATION.

a. The EP's evaluation is limited to those delegations or limitations recommended by the advisor. The advisor may attend the EP meeting to explain the recommendation(s) and answer questions as needed. The EP is not authorized to appoint a designee when the advisor's recommendation is for candidacy only. The EP may downgrade the advisor's recommendation for appointment to candidacy, reduce delegations, or deny appointment. The EP may further limit the recommendation of the advisor, but cannot expand on it.

b. The EP either will interview the applicant or document why an interview was not necessary. The EP should determine what questions would be asked before meeting with the applicant.

c. The EP evaluates the applicant's qualifications against the appointment criteria and must arrive at a decision.

d. The EP will sign documentation of all their activities as follows:

(1) The Designee Appointment Tracking Document (refer to appendix 2, figure 1 of this order) will be completed and signed by each member of the EP supporting its decision for appointment, identification as a candidate, or denial.

(2) The EP must document the rationale for denied appointments by stating the specific reasons for the denial, criteria not met, or any delegations that were not granted but were recommended by the advisor. If delegations are reduced, the decision should be forwarded to the advisor and the office manager to concur that an FAA need still exists.

505. ADMINISTRATIVE REQUIREMENTS.

a. The EP will then give the completed documentation to the DPC for retention in the applicant's file. If the EP finds the applicant qualified for appointment, the DPC will update the DIN and obtain the designee's certificate number. The designee's certificate number will be composed of—

(1) The type of designation (DER, DMIR, or DAR).

(2) The type of designation suffix. For DERs, a suffix is added after the designation type to identify the designee as either a consultant or company designee ("Y" for company and "T" for consultant). For DARs, a suffix of "F" is added after the designation type to identify the designee as a manufacturing designee.

(3) The DIN-generated identification (ID) number (six digits).

(4) The geographic directorate code (that is, NM - Transport Directorate, CE - Small Airplane Directorate, SW - Rotorcraft Directorate, and NE - Engine and Propeller Directorate for AIR).

- (3) Continue the DAR candidacy.
- (4) Terminate the DAR candidacy.

510. REQUESTS FOR MULTIPLE APPOINTMENTS, EXPANDED AUTHORITY, TRANSFER, AND REINSTATEMENT. This section provides the application and EP requirements for currently appointed designees seeking multiple appointments, expansion to their authority, or transfer, and for former designees seeking reinstatement.

a. Application Requirements. Both active and former designees must submit either a Form 8110-14 along with documents requested by the managing office or a complete application package in accordance with the requirements of this paragraph. A complete application package consists of a cover letter, Form 8110-14, and the applicable evaluation forms.

b. EP Requirements. The advisor and the office manager will review the application to determine whether an EP needs to be formed based on the requirements of this chapter. If an EP is not required, the advisor must document the rationale and place it in the designee's file. In addition, the DIN will be updated, and the administrative requirements will be accomplished in accordance with paragraph 505 of this order.

(1) Active Designee Who Previously Has Gone Through the EP Process. An EP is not required for an active designee who previously has gone through the EP process, unless otherwise determined by the advisor and the office manager.

(2) Active Designee Who Has Not Gone Through the EP Process. An EP is required for an active designee who previously has not gone through the EP process. These designees should be evaluated in accordance with the requirements of this paragraph.

c. Request for Multiple Appointments. A designee seeking multiple or dual appointments will submit a complete application package.

(1) A designee seeking dual appointments may have the EP waived with the agreement of the advisor and office manager.

(2) A designee seeking multiple appointments will require an EP because the addition of a multiple appointment usually requires a new managing office to assume designee management responsibilities.

d. Request for Expanded Authority.

(1) A DER seeking expansion to another technical discipline will submit a complete application package, but need not submit interface and standardization appointment criteria.

(2) A DER that has been through the EP process seeking expansion in the same discipline will submit a cover letter; updated FAA Form 8100-14, General Regulatory, General Technical; appropriate chart with expansion request(s) checked; and substantiating data. A DER who has not been through the EP process seeking expansion in the same discipline will submit the complete application package.

(3) A DMIR/DAR seeking additional functions (with limitations, as appropriate) will submit a complete application package.

(4) A designee seeking an expansion to his or her authority with a new technical discipline will require an EP.

(5) A designee seeking an expansion to a different discipline, such as propeller to mechanical system, will be assigned an evaluator in that discipline and an EP must be held. An EP also will be held for a designee seeking the addition of an authorized function (for example, adding hardware to software authorized functions, adding article conformity and installation authorized functions, or adding aircraft certification to issuance of special flight permits authorized functions). This EP would be used only to determine if the applicant is technically qualified for the new authorizations being requested.

NOTE: A designee seeking an expansion within the designee's existing discipline may not require an EP to evaluate the request. The decision to forgo an EP for expansion within a discipline is not intended to be a workaround for the convenience of appointing a designee. Rather, the advisor is declaring (and the FAA manager is agreeing) that the applicant meets the experience requirements of table 4-3 of this order.

e. Request for Transfer. An active designee who wishes to transfer to a different geographic area must make a request to the new ACO, CMO, or MIDO before submitting an application. This will allow the new ACO, CMO, or MIDO to determine if he or she has the need and ability to manage the designee and to prescribe the required content of the application under paragraph 510a of this order. Upon receiving an application, the new office will create a designee file and process the application. If the new office approves the transfer, the current managing office must update the DIN to reflect the transfer and ensure the transferred designee's updated information is entered into the DIN. The receiving office will document the results in the designee's file and accomplish the administrative requirements in accordance with paragraph 505 of this order. If the new office does not approve the transfer, the current managing office may have to terminate the authority if the designee still chooses to relocate.

(1) When requesting a transfer, an active designee who has previously gone through the EP process will submit Form 8110-14 to the new ACO, CMO, or MIDO. The new ACO, CMO, or MIDO may request a complete application package if necessary.

(2) When requesting a transfer, an active designee who has not previously gone through the EP process must reapply with a complete application package to the new ACO, CMO, or MIDO.

c. Form 8110-3. Explain how to complete Form 8110-3 (refer to appendix 3, figure 6, and paragraph 501 in Order 8110.37). Provide the DER an initial supply of the forms. Advise the DER that a computer-generated Form 8110-3 is acceptable and can be downloaded from the Designee Web site. Discuss how the FAA will acknowledge receipt of a Form 8110-3 submitted by the DER.

d. Use of Authority. Advise the DER to exercise the full extent of delegated authority. Inform the DER that if they do not exercise the delegated authority, they must explain why on Form 8110-3, when submitted. Advise the DER to explain submittal rejections.

e. Test Plan Approval. Explain that normally a DER cannot approve test plans but should recommend approval in the submittal to the ACO. Note that the ACO may delegate test plan approval to the designee (refer to paragraph 310 of this order). Inform the DER that they must have specific approval from the FAA before witnessing a test as the FAA representative. Explain that the ACO and the DER must agree beforehand on how to document the approval.

f. Other Pertinent Information. Review other pertinent information, such as Advisory Circular (AC) 21-40, Application Guide for Obtaining a Supplemental Type Certificate, other applicable ACs, Order 8110.4, material burn requirements, service difficulties, major and minor changes, and job aids. Provide the DER with copies of information of particular interest to the appointment specialty.

g. Company Influence. Advise all DERs who are acting as company DERs to contact the appointing ACO immediately if any pressure is put on the DER by the company's management to approve data that the DER believes should not be approved.

h. Questions Concerning Approval Authority. Emphasize that if the DER has any doubts about the approval authority or has questions on any subject, they should contact the appropriate advisor, manager, or representative in the ACO.

i. Meeting Minutes. Review minutes of the most recently held DER workshops and provide copies, as appropriate.

j. DER/Candidate Executive Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive or lead category within a company, or an executive consultant in an engineering organization who applies for a DER appointment. (ACOs are discouraged from appointing DERs and candidates who are in this category.) Emphasize what additional monitoring, supervision, and surveillance may be required as a result of their position and changes in their position within the company, including emphasis on possible additional documentation requirements for the DERs (refer to paragraph 1006 of this order).

703. DMIR ORIENTATION. The DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. FAA designees and PAHs should understand that the DMIR program is of mutual benefit to the FAA and the PAH in accomplishing the certification responsibilities. Therefore, the advisor must inform the DMIR's employer that it will be necessary to allow the DMIR sufficient time to attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment. In addition, the advisor will review the following with each DMIR:

a. Authority and Responsibility. Remind the DMIR to perform only authorized functions within the limits of designated authority. Explain that a DMIR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that the FAA inspector WILL NOT authorize any privilege not included in § 183.31.

b. Experimental Certificates. Inform the DMIR to contact the managing office to obtain any special directions, instructions, or operating limitations before issuing an experimental certificate.

c. Export Certificates. Advise the DMIR that part 21 only permits the export of products and articles in accordance with certain limitations or conditions. Explain that the DMIR should thoroughly review, understand, and accomplish these specified limitations or conditions before performing these export functions.

d. Summary Activity Reports. Advise the DMIR to provide information relating to accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DMIR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until the DMIR completes and signs the certificate. Note that all airworthiness certificates or approvals and related documents must include the DMIR's printed or typed name, signature, and designation number.

f. Product Certification. Caution the DMIR that any irregularities or deficiencies related to the product certificated might result in the termination of their designation under the provisions of § 183.15(b)(4).

g. Use of Authority. Explain that the DMIR may conduct any inspections that may be necessary to determine that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, airworthiness directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness certificates. Advise the DMIR to seek guidance from their managing office when problems arise.

h. Conformity Inspections. Inform the DMIR to use Form 8100-1 to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. Emphasize that the DMIR must submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DMIR must review applications for completeness and ensure that the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. Explain that when appropriate, the DMIR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

704. DAR ORIENTATION. The advisor should review the following additional items with each DAR:

a. Product Certification. Caution the DAR that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(b)(4).

b. Authority and Responsibility. Remind the DAR to perform only authorized functions within the limits of designated authority. Explain that the DAR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that the FAA inspector WILL NOT authorize any privilege not included in § 183.33.

c. Communication. Remind the DAR to contact the managing office for authorization and to obtain any special directions or instructions deemed necessary BEFORE accepting any certification or inspection activity requested by an applicant.

d. Summary Activity Reports. Advise the DAR to provide information relating to their accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until DAR completes and signs the certificate. Note that all airworthiness certificates or approvals and related documents must include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. Explain that the DAR is not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. Emphasize that this does not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR's authority.

g. Use of Authority. Explain that the DAR may conduct any inspections that may be necessary to determine that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, ADs, marking requirements, registration, and special importing requirements) before issuing airworthiness certificates. Advise the DAR to seek guidance from their managing office when problems arise that cannot be resolved.

h. Conformity Inspections. For manufacturing DARs, inform the DAR to use Form 8100-1 to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. Emphasize that the DAR must submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DAR must review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. Explain that when appropriate, the DAR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

705. RESERVED.

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CHAPTER 8. DESIGNEE TRAINING

800. GENERAL. Designee training is provided via seminars that familiarize the designee with FAA procedures and publications in the interest of standardization. The FAA managing offices reserve the right to require a designee to attend any or all of the seminars deemed necessary. This chapter establishes the types of seminars and the attendance requirements for AIR and AFS designees.

801. TYPES OF DESIGNEE TRAINING SEMINARS. The Delegation and Airworthiness Programs Branch (AIR-140) is responsible for developing seminars for engineering designees. The Regulatory Support Division (AFS-600) is responsible for developing seminars for manufacturing and maintenance designees. Seminars are held at locations throughout the United States. There are two categories of designee seminars: initial and recurrent. The initial seminar provides a familiarization with the designee functions and FAA administrative procedures, practices, and standardized methods to comply with FAA policy and procedures. The recurrent seminar provides updated information, and technical and procedural guidance appropriate to the designee's authorized functions.

802. INITIAL SEMINAR.

a. Manufacturing and Maintenance Seminars. The Manufacturing and Maintenance Seminars are provided in two ways. Both consist of a Part 1, which is completed over the Internet, and a Part 2 hands-on workshop. Class schedules and enrollment are available online at <http://www.faa.gov>.

(1) Articles, propellers, and engines seminar. This seminar will include training on the completion of airworthiness approvals and the performance of administrative procedures required to accomplish those tasks. Designees who are authorized to perform only the following must complete this seminar.

(a) Issue domestic airworthiness approvals (function codes 1 and 8 for articles, engines, and propellers, and 7),

(b) Export of articles (function codes 3 articles only, 19, and 20),

(c) Export of products (function codes 3 and 18 engines and propellers only),

and/or

(d) Production and prototype conformity (function codes 5, 6, and 21).

(2) Aircraft certification seminar. This seminar will consist of all the subjects in paragraph 802 a(1) and the certification and export of aircraft, and the administrative procedures to accomplish those tasks that the designee will perform on behalf of the Administrator. All maintenance designees regardless of their function codes and those manufacturing designees who accomplish the following must complete this seminar:

(a) Standard airworthiness certification of aircraft (function codes 1 and 8 for complete aircraft),

(b) Special airworthiness certification of aircraft (function codes 1 complete aircraft, 2, 9, 10, 11, 12, 13, 14, and 15),

(c) Export airworthiness certification of aircraft (function codes 3 and 18 for complete aircraft),

(d) Issue of special flight permits (function codes 4 and 16), and/or

(e) Issue of amendment/replacement airworthiness certificates (function code 17).

(3) DMIR Code 53 Seminar. This seminar is online and provides the information necessary for a DMIR with this function code to properly issue FAA Form 8130-3 at the appropriate facility.

b. DER Initial Seminar. The DER Initial Seminar, hosted by AIR-140, is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This seminar provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

c. Seminar Attendance. All applicants, including each prospective must complete the applicable initial seminar. For manufacturing and maintenance designees, part 1 (Online) of the appropriate seminar listed in paragraph 802 must be successfully completed before initial appointment and before attending the part 2 seminar. Part 2 (hands-on workshop) attendances must be within 1 year before or after appointment. Not completing the part 2 initial seminar within 1 year of appointment may be cause for termination. Designees are required to attend the applicable initial seminar only one time. Manufacturing and maintenance designees are required to attend the Aircraft Certification seminar when seeking additional authorized functions found only in the Aircraft Certification seminar. A DER applicant must attend the DER initial seminar before appointment or identification as a candidate.

NOTE: The managing office may waive the requirement for the initial seminar for a former FAA employee who becomes a designee within 1 year of separation from the FAA.

803. RECURRENT SEMINAR.

a. Manufacturing Recurrent Seminars. These seminars familiarize manufacturing with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. These seminars are offered in various locations within the United States each year. Manufacturing designees should attend the recurrent seminars applicable to their authorized functions. Class schedules and enrollment are available online at <http://www.faa.gov>.

(1) Articles, Propellers, and Engines Recurrent Seminar. This seminar is required for those designees identified in paragraph 802a(1) above.

(2) Aircraft Certification Recurrent Seminar. This seminar is required for those designees identified in paragraph 802a(2) above.

b. Maintenance Recurrent Seminar. This seminar familiarizes maintenance designees with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. This seminar is offered in various locations within the United States each year. Class schedules and enrollment are available online at <http://www.faa.gov>.

c. DMIR Code 53 Recurrent Seminar. This seminar is online and provides the information necessary for a DMIR with this function code to continue to issue Form 8130-3 at the appropriate facility.

d. DER Recurrent Seminar. This seminar provides general information and technical breakout sessions. Technical breakout sessions are grouped by technical specialty (for example, powerplant or mechanical systems and equipment).

e. Manufacturing and Maintenance Recurrent Seminar Attendance. Manufacturing and maintenance designees covered under paragraph 803a through c above must successfully complete the appropriate recurrent seminar every 3 years after completion of the initial seminar.

NOTE: The managing office will have an 18-month implementation period to transition to the 3-year designee recurrent training requirement. All manufacturing designees must be compliant with the 3-year training requirements by April 1, 2010.

(1) Attendance at FAA Academy Course 27903, Part 21 Seminar may be substituted for a recurrent seminar on a one-time basis for AIR designees.

(2) Designees who apply under § 183.31 or § 183.33 and who previously have attended the initial seminar and are seeking multiple appointments or expanded authority need attend only a recurrent seminar within 1 year before or after appointment, not to exceed their renewal requirements. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

(a) Performing inspections of production and prototype products and related articles.

(b) Issuing domestic Forms 8130-3.

(c) Issuing export Forms 8130-3 for articles.

(3) Failure to attend the recurrent seminar may be cause for termination.

(4) Designees appointed with both manufacturing and maintenance authorized functions must attend both the manufacturing and the maintenance recurrent seminars to meet the renewal requirements.

f. DER Recurrent Seminar Attendance. DERs must attend a recurrent seminar every 2 years to maintain their knowledge of the regulations and policies and as a condition for renewal. A recurrent seminar consists of a general session, and a technical session for each of the technical delegations. Attendance at the seminar must include a general session, and a technical session for each engineering designation held by a DER.

NOTE: For a DER who holds a single delegated function in one or more engineering designation types and who holds no other authorities in those designation types, attendance at a technical session may be accomplished by a special session deemed by AIR-100 to be appropriate to the delegated function. Software-only DERs and flammability DERs are examples of DERs with this type of authority. Otherwise a DER holding a single delegated function may accomplish his or her technical session attendance requirement by attending a technical session deemed by the advisor to be the most appropriate to the work performed.

804. ADDITIONAL PROVISIONS. It is desirable that the FAA advisor and manager attend the recurrent seminar annually. Attendance at the seminar is a good opportunity to interface with the designee and allows for information sharing by the managing offices.

805. SEMINAR ATTENDANCE RECORDS. Attendance at a seminar/training will be entered into the DIN by the appropriate training organization at the conclusion of the seminar/training. AIR-140 and AFS-600 will enter designee seminar/training completion information into the DIN. FAA Academy courses (for example, part 21 seminar) will be entered into the DIN by the FAA Academy organization.

806. SEMINAR REGISTRATION.

a. Manufacturing and maintenance designees must register online at <http://www.faa.gov>. Manufacturing and maintenance designees must register, identifying which function codes they have been authorized on their COA. The designee's function codes will determine which seminar is appropriate.

CHAPTER 9. AIR DESIGNEE OVERSIGHT

900. GENERAL. This chapter provides information and guidance for the oversight (supervision, monitoring, and tracking) of a DMIR, DER, or DAR. The ability to provide adequate oversight depends on balancing the level of FAA staffing to AIR's workload and the number of designees to provide more than a minimum degree of supervision and monitoring.

901. RESPONSIBILITIES. The managing offices (for example, MIDOs/CMOs/ACOs) are responsible for supervising, monitoring, and tracking a designee's activities to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. In performing oversight functions, the FAA uses the following tools to enhance the working relationship with the designee:

a. Counseling. Convey performance expectations to the designee (for example, the need for accuracy in reporting, early coordination of problem areas, and detailed and complete review of entire data submittal) and evaluate the performance of the designee at least annually and document the results.

b. Feedback. Provide continual feedback to the designee regarding their performance on projects and programs.

c. Coaching. Analyze the quality of the designee's work to include recognizing good performance, developing corrective action, and/or coaching the designee on the job requirements.

d. Communication and Documentation. Maintain proper communication and documentation with the designee. Communication and documentation is essential in identifying, monitoring, and evaluating performance expectations. It is also important in identifying and solving problems, as well as taking necessary corrective action. The designee oversight process flowchart is identified in appendix 8, figure 2 of this order.

e. Policy and Guidance Material. In addition to the above, the advisor will ensure that designees have been given instructions (for example, access to the Designee Web site and/or other FAA Web sites) on how to acquire all policy and guidance material necessary to perform their authorized function(s).

902. MANUFACTURING DMIR/DAR OVERSIGHT (SUPERVISION, MONITORING, AND TRACKING).

a. Oversight. These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. They generally are conducted together as part of the ongoing oversight activity.

(1) Designee Oversight. The advisor will provide supervision to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

(a) Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s).

(b) Determine that the designee is performing within the scope of their authorized function(s).

(c) Verify that the designee's attendance at the appropriate standardization seminar is in accordance with this order. Verify attendance at the appropriate standardization seminar by each representative performing an authorized function(s) under an organizational designation in accordance with this order.

(d) Verify the designee has ongoing activities to justify continuance of the designation.

(e) Ensure the designee (to include those ARs performing authorized function(s) in an organization) has direct communication to appropriate authorities within the PAH or PAH's approved supplier's organization and to the assigned advisor at the managing office.

(f) Verify that the designee has coordinated with the FAA for authorization to work outside their geographic area. This coordination will be processed in accordance with this order for domestic and nondomestic activities.

(g) Ensure the designee understands to contact the managing office to obtain any special direction or instructions before performing the following:

1 Issuing airworthiness certificates.

2 Issuing export certificate/approval tag.

3 Becoming involved in any type certification or supplemental type certification activities (manufacturing only).

(h) Emphasize that the designee should seek the advisor's assistance relative to any concerns connected with the authorized functions.

(2) Designee Performance. At least once annually, conduct a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (for example, additional training or counseling), if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a followup session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the MIDO manager. Document unsatisfactory performance issues and the date of followup on Form 8130-14, Designee Management Report. Ensure the DIN is updated to reflect this annual meeting.

NOTE: Act on safety-related situations immediately.

b. Monitoring Designee Activity. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy, and by observing the designee's activity to ensure that they use proper procedures and satisfactory inspection techniques or methods.

(1) At least once annually, witness the designee's inspection of a completed article to ensure satisfactory inspection techniques are used. Depending on article availability, it may be necessary to use either an in-process or a noncommercial article to fulfill this requirement. If the advisor determines that no suitable article is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

NOTE: For newly appointed designees, witnessing will be accomplished annually until a record of satisfactory performance can be established. For designees who have established a satisfactory performance record located at facilities assigned a Low Risk Level (as defined in Order 8120.2) the managing office may conduct designee monitoring with the same frequency as principal inspector evaluations for those facilities.

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. The advisor should use their discretion based on the experience of the designee in establishing the level of review.

c. Designee Oversight Tracking Requirements. The advisor will track the designee's activity by documenting all data pertaining to the designee's activities.

(1) Document the tracking of designee activity on Form 8130-14 and attach it to the designee's DIN record.

(2) Document Annual Witnessing and the Annual One-on-One Meeting in the remarks section of Form 8130-14, and attach the form to the designee's DIN record.

(3) Document the designee's work activity on the Summary Activity Report form (refer to appendix 5, figure 4 of this order) or equivalent. The Summary Activity Report form may be reproduced and used to record summary data. This form will be retained in the designee's file.

NOTE: Documenting the designee's work activity in the DIN is no longer required.

(4) Establish an appropriate procedure with the PAH and/or designee to ensure the FAA managing office is provided either monthly, bimonthly, or quarterly information relating to the designee's accomplishments.

(5) Record all supervision and monitoring of a designee's activities in the DIN and update the information to indicate the most recent surveillance date.

903. MANUFACTURING DAR CANDIDATE OVERSIGHT. Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in paragraph 509 of this order. The MIDO must have the profile on file. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function of the profile.

a. Depending on the type of authorization sought, the MIDO advisor will document and file the date, a brief description of how and where the function was successfully performed, and/or area(s) needing improvement for the following:

(1) A minimum of three inspections of an ongoing TC or STC program.

(2) Inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

b. On completion of the profile, or within 1 year, the advisor will accomplish one of the following:

(1) Forward the updated application to the EP with a recommendation for appointment as a DAR.

(2) Determine if an extended candidacy is necessary to complete the profile.

(3) Coordinate with the office manager to terminate the candidate. The DPC will prepare and send a letter of notification to the candidate.

904. DMIR/DAR GEOGRAPHIC RESTRICTIONS. It is the FAA's intention that all designees perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the FAA need and ability to adequately monitor and supervise the designee is maintained. The designee will submit Form 8130-13 to the managing office for authorization to work outside of the assigned geographic area (refer to appendix 5, figure 2 of this order). To ensure authorization in a timely manner, the designee may submit Form 8130-13 by e-mail (followed by a hardcopy) or by postal mail, when authorized by the managing office.

a. Upon receipt of a request for certification activity within the United States, but outside the managing office's area of responsibility for a particular PAH, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can process the requested activity or will allow the use of a PAH's designee. If the certification activity is located within the directorate geographic area, the managing MIDO will notify the geographic area managing office of the requested activity.

b. The managing office will authorize all designee work outside of its directorate geographic area (including other countries) by endorsing Form 8130-13. The authorization should not exceed 6 months (180 days) unless additional written justification is provided. The managing office will provide a copy of the approved Form 8130-13 to the geographic office where the certification activity is needed BEFORE the designee performs any authorized function(s). The designee will be instructed to maintain a copy of the approved Form 8130-13 while performing the authorized function(s) if located outside the directorate geographic area. To ensure authorization in a timely manner, e-mail or postal mail authorization may be used, as appropriate.

c. Before a managing office authorizes a designee to perform any authorized function(s) outside the United States, the managing office will provide the CAA with written notification outlining the proposed visit and requesting its concurrence. The notification will include the designee's anticipated activities and expected length of stay. The managing office will note the CAA point of contact and date in the Remarks section of Form 8130-13, and then sign the form. Subsequent to the FAA approval of Form 8130-13, the managing office will instruct the designee to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a courtesy copy of the approved Form 8130-13 and CAA notification to the appropriate overseas FAA office.

NOTE: The FAA is responsible for contacting the CAA to provide notification and (if required by the CAA) concurrence for the designee's activities.

d. When designees are to work outside of their geographic area in excess of 6 months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the certification activity is located. This transfer will require coordination and concurrence between both managing offices and would include all appropriate designee records. The transferring managing office will retain all other oversight responsibilities.

905. DER OVERSIGHT. Every interaction between the DER and the FAA constitutes oversight of the DER by the FAA. Interactions may be in the form of data review or personal contact (for example, face-to-face visits or telephone calls). In either case, the FAA is overseeing the DER's activities and performance. In 1994, AIR chartered a team to review oversight of DERs. This team developed a process for identifying FAA accountability for DER oversight, for measuring the quality of the performance of the DER oversight function, and for measuring DER performance. Because of the burdensome nature of documenting every interaction between the DER and the FAA counterpart, and measuring DER performance in each case, the team identified 12 areas of FAA evaluation of DER activity, which are on Form 8110-30. The DERs are required to report their activities based on eight key interactions with the FAA to their advisor on an annual basis on Form 8110-29. The advisor and any other evaluators must rate the DER's performance in the 12 critical areas on an annual basis. Interactions and oversight of the DER by the FAA takes place as a function of DER and FAA contact during project and other certification activity. The formal documentation of oversight of the DER is summarized during the FAA's annual review for suitability of renewal. This is a vital part of the DER management system, and when properly conducted provides a practical, consistent, credible, maintainable, and flexible manner of ensuring and documenting the FAA's oversight of the designees.

a. Interaction Tracking Form. At least once annually, the DER must submit Form 8110-29. The information provided on the tracking form is based on interactions and activity during the evaluation period. The following define the eight key interactions that the DER must report on Form 8110-29:

(1) Development of Certification Plans/Compliance Checklists. Compliance checklists are used for projects that identify applicable regulations and methods of compliance for a design or design change. Certification plans are used for programs that require a program schedule, which identifies critical milestones leading to FAA certification. Relative to this activity, communication is important with the FAA engineers, FAA FTPs, FAA inspectors, and other FAA designees.

(2) Identification and Resolution of Significant Technical Issues. Work with the FAA that identifies certification-related areas of new technology, areas where compliance methodology may have been new or controversial, or contributions to the resolution of those issues.

(3) Review and Approval of Compliance Data. Reviewing and approving (or recommending for approval) compliance data, which includes both type design data and type certification data. Type design data include drawings, specifications, and other data that define the product. Type certification data include test plans, test reports, analyses, and other data used to demonstrate compliance with the applicable regulations.

(4) Involvement in Project Management/Administration. Effective coordination between the applicant and the FAA on project management/administrative activities and how certification program activities are facilitated (for example, the submittal of compliance data and the scheduling of conformities, testing, and compliance inspections).

(5) Review and Approval of Repair/Alteration Data. Coordinated activities with the FAA in approving repair or alteration data, especially on critical or life-limited articles. Coordination information includes when the activity occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

(6) Investigation and Resolution of Significant Service Difficulties. A DER's role in identifying and/or resolving specific significant service difficulties. Key FAA contacts and any service information that resulted from that effort must be identified.

NOTE: In reporting this item, the DER should identify and distinguish between (1) items reported by the DER as significant service difficulties, (2) items identified by the FAA as requiring investigation and resolution, and (3) items resulting from safety recommendations made by the National Transportation Safety Board or the FAA.

(7) Participation in Technical Exchanges. Participation in important DER/FAA technical exchanges, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to a DER's particular delegation.

NOTE: Reporting this interaction should not include design details that may be considered proprietary by the applicant.

(8) Participation in FAA Training/Seminars. Any FAA-sponsored technical conference, seminar, workshop, and presentation attended within the appointment period relating to the DER's particular authorization.

b. Performance Evaluation Form. At least once annually, the advisor/evaluator must conduct a DER performance evaluation and complete Form 8110-30. To support the completion of Form 8110-30, the advisor/evaluator should review prior years' submittals from the DER's Interaction Tracking Form and Performance Evaluation Form to determine that there is no adverse trend to be addressed. The evaluation is based on interactions and activity during the evaluation period and the answers provided by the DER on eight key interactions on Form 8110-29. The advisor must determine and initiate appropriate corrective action (for example, additional training or counseling) if the designee fails to demonstrate acceptable methods and practices. Within the next annual review of the designee's performance, the advisor will conduct a followup session to determine if the completed corrective action is acceptable. If the designee's performance remains unsatisfactory, the advisor will discuss possible termination with the ACO manager.

NOTE: Safety-related situations will be acted on immediately.

c. The 12 Performance Element Definitions for Form 8110-30.

(1) Activity Level. The DER is actively utilizing the delegated authority. Typical indication would be the submittal of completed Form 8110-3s in the delegated area. If these forms are not submitted, the DER may be actively assisting the FAA in other ways, such as

witnessing testing or identifying and resolving certification issues, although the authority itself is not utilized.

(2) Direct FAA Contact. In the delegated area, the DER has direct contact with the FAA on technical and project issues. The DER keeps the FAA informed of activities. Indicators would be office visits, phone calls, attendance at project meetings, or attendance at designee conferences.

(3) DER/FAA Interaction Tracking Form. The DER submitted the required key interaction form. One indicator would be a complete, accurate, and timely interaction form.

(4) Application of Regulations, Policy, and Guidance. The DER properly applied airworthiness requirements and technical or administrative policy and guidance. Indicators may include a showing of understanding and proper application of regulations during the course of certification projects and meetings with the FAA, as well as appropriate findings of compliance.

(5) Adherence to DER Procedures. The DER followed the DER handbook and other national or local directives in performing DER functions. Indicators would be submittal of properly completed Form 8110-3s, coordinating with the FAA on unique and novel design features, receiving permission to witness or conduct tests, verifying conformities prior to witnessing tests, and properly using authority. DER procedures require coordination with FAA engineering on unique or novel designs, generation of certification plans, appropriate and timely requests for conformity, generation of test plans, verification of satisfactory conformity findings prior to witnessing certification tests when delegated by the FAA, and approval of compliance data in a timely and correct sequential manner. The DER should have a good understanding of when the DER may “approve” versus “recommend approval” for a compliance submittal (Form 8110-3) and have a clear understanding of the discrete areas of delegation that the DER may address.

(6) Shows Integrity, Sound Judgment, and a Cooperative Attitude. The DER was honest, complete, and forthcoming with information in all dealings with the FAA. The DER exercised sound judgment in making technical and project decisions. Conduct was professional, and the DER fully cooperated with the FAA in resolving technical and program issues. Indicators may be direct experience with the DER, including participation in certification meetings where the DER is forthcoming and cooperatively seeks resolution of issues.

(7) Shows Technical Competence in Area of Appointment. The DER’s technical work and interaction with the FAA, particularly on complex technical issues, showed the DER’s competence in the delegated area. Indicators of competence would include properly developed test plans, appropriate compliance findings, and technically accurate and complete substantiation and test reports.

(8) Attendance at Required Training. The DER will attend any training required by the FAA, including that which may be required by the managing ACO. An indicator would be attendance at required training, seminars, and conferences.

907. FAA FORM 8110-3 SUBMITTAL. The DER determines that specified data show compliance with specified FAA requirements. These data and requirements are identified on Form 8110-3. Form 8110-3 outlines the nature and extent of the DER's data approval. To permit development of a complete project file, the original Form(s) 8110-3 together with the referenced approved reports and drawings, should be forwarded to the project ACO. For DERs who are approving data but are not engaged in project activities (for example, repair data), the approved data referenced on Form 8110-3 should be submitted, if specifically requested, along with the Form 8110-3 to the appointing office.

a. Sending Data with Form 8110-3. The designee must submit the technical data with Form 8110-3 unless otherwise noted by an agreement with the ACO. For TC holders conducting sustaining engineering activities, an agreement between the ACO and the manufacturer defining FAA expectations may address affected company DERs.

b. FAA Acknowledgment of Form 8110-3. ACO personnel should review the Form 8110-3 and should acknowledge to the submitting organization approval or concurrence of the submittal. For approved data submitted in large quantities, acknowledgment of the transmittal document suffices to address FAA receipt of the data. During the DER orientation, the advisor and the DER should agree on the method of FAA acknowledgment of receipt of a data submittal.

908. DER CANDIDATE OVERSIGHT. As part of the management of a DER candidate, it is essential to have oversight of the candidate's activities and to afford the candidate opportunities to demonstrate their progress toward appointment. This is documented on an annual basis using essentially the same process and forms used for documenting FAA oversight of DERs described in paragraph 905 of this order. The sole difference is that because the candidate has not yet been appointed, there is no annual appointment renewal requirement. Consequently, at the end of the annual oversight documentation and review process, the candidate does not receive a renewal letter. Form 8110-29 is sent to the candidate, and the candidate is expected to complete and return it within the allotted timeframe. Just as failure to complete and return Form 8110-29 prevents renewal of a DER, for a candidate not to comply with this process may be grounds for terminating the candidacy, based on demonstrated lack of cooperation. This annual documentation and review is practical training for the candidate, and provides concise information to the advisor on the candidate's progress toward appointment. The advisor (and other evaluators, if applicable) must evaluate the candidate's performance and complete Form 8110-30. At the conclusion of the annual oversight and documentation process, the advisor must determine if the candidate is to be retained as a candidate, if the candidacy is to be terminated, or if it is appropriate to recommend the appointment as a DER.

a. Retaining the Candidate. If the candidate is making satisfactory progress and appointment is likely in the foreseeable future, the candidacy period may be continued. No further action is necessary by the advisor.

b. Recommending Termination of the Candidacy. If the candidate's progress is insufficient after an ample opportunity of approximately 2 years, the candidacy should be terminated. If the candidate's performance has been less than satisfactory, the advisor must counsel the candidate and develop an acceptable resolution. If the annual oversight

and documentation process reveals continued less than satisfactory performance, the advisor may recommend termination of the candidacy. Refer to paragraph 505c of this order for procedures.

c. Recommendation for DER Appointment. If the advisor determines that the candidate has met all the requirements for working directly with the FAA in approvals of the type in which the appointment was requested (refer to paragraph 506 of this order), then the advisor may recommend the candidate be appointed as a DER. Refer to paragraph 505 of this order for appointment procedures.

909. RESERVED.

910. DESIGNEE INFORMATION NETWORK. The DIN is an automated information system designed to support the designee management process. It helps to manage personnel and policy data of active and inactive designees or delegations. All managing offices will report in the DIN any key information that may affect other FAA offices for the designees they are responsible for. All managing offices have the responsibility to ensure the adequacy of the information being maintained in the DIN. The information that must be entered into the DIN can be found in the online help section in the DIN, or the DIN users guide.

CHAPTER 10. AIR DESIGNEE RENEWAL

1000. AIR DESIGNEE RENEWAL.

a. General. This chapter provides information for the renewal of a DMIR, DAR, or DER. The renewal of a designee is based on a request from the PAH or designee, the designee's performance, and the FAA's continued need and ability to manage the appointment. All designees must review and sign a Designee Acknowledgment of Responsibilities as part of the renewal process (see appendix 3, figure 1). This may be done through SAR when available.

b. Automation of the Renewal Process. Designee renewal is accomplished through an automated selection, appointment, and renewal (SAR) system for AIR designees. The SAR system interfaces with the information contained in the designee's file within the DIN. The SAR system allows the electronic exchange of information between the managing office and the designee.

Note: For the purpose of revision C to this order, only the automation of renewal will be addressed. Selection and appointment DIN automation are future capabilities.

(1) Implementation of Automated Designee Renewal. The automated designee renewal is NOT effective until an official notification is deployed by the managing offices to their designees/delegations providing an Internet address for users to gain access to the selection, appointment, and renewal system in the DIN. Until such time notification is given, the manual process will continue as stated in this chapter.

(2) FAA Users. FAA users will use the SAR system to process designee renewals. The SAR system automates the steps involving DPCs, advisors, evaluators, and other reviewers in the renewal process. Completing the renewal process in the SAR system results in the automatic update of DIN renewal date information.

(3) Designee Users. The SAR system provides designees with an online entry system that enables them to maintain their personal data and make requests for renewal. The use of the SAR system is mandatory for all DERs, DMIRs, and manufacturing DARs. Exceptions to the use of the automated system for manufacturing designees must be coordinated with their managing office. Managing offices are expected to keep exceptions at a minimum in order to maintain system integrity. Exception requests for DERs must be coordinated with their managing office and approved by AIR-140.

NOTE 1: The use of the SAR system is not available for maintenance DARs, so non-use of SAR will not be grounds for termination at this time.

NOTE 2: Non-use of the SAR by designees may be grounds for termination, except for designees listed in Note 1.

1001. DURATION OF APPOINTMENTS. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DMIR Appointments. DMIRs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year. To maintain consistency and manage workload, directorates must establish an expiration date of January 31.

b. DAR Appointments. DARs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

c. DER Appointments. DERs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

d. DER Candidate Procedure. Although DER candidates are not renewed, their performance will be evaluated annually in the same manner as a DER.

1002. DMIR AND MANUFACTURING DAR RENEWAL GUIDELINES. The managing office is responsible for implementing the applicable guidelines for renewal contained in this chapter, based on designee type. Once the managing office has determined that the guidelines for renewal have been met, a new electronic COA letter (refer to appendix 5, figure 1 of this order) will be issued. A designee may request to expand their authority to include additional functions at the time of renewal. Requests for expanded authority will be accomplished in accordance with paragraph 510 of this order.

a. Guidelines for DMIR Renewal.

(1) The managing office will inform the PAH DMIR or the PAH's supplier DMIR of the expiration of a designee appointment and will encourage them to request renewal. The SAR system has been set up to generate this notification automatically within the DIN.

(2) The PAH or the PAH's supplier DMIR must annually submit a request within 30 days of expiration to their managing office requesting DMIR renewal (the supplier DMIR must provide a letter from each PAH, concurring with the DMIR's request for renewal). Requests for renewal must be made via the Internet unless otherwise approved by the managing office. The Internet provides the designee with a secure means of updating personal information and submitting a request for renewal. A designation that has expired is not renewable without reapplication in accordance with this order.

(3) The advisor will review the PAH or the PAH's supplier DMIR's letter of request for correct information.

(4) The advisor will review the DMIR's file for completed project activity (for example, Form 8130-14, Designee Management Report, and Summary Activity Report(s)). Lack of activity may be used as justification for termination.

(5) The advisor will review DIN records for the DMIR's attendance at the standardization or recurrent seminar as required by chapter 8 of this order.

NOTE: Failure to complete the required standardization or recurrent seminar may result in the termination of an appointment.

(6) The advisor will obtain renewal concurrence from the MIDO manager indicating that the need for the appointment still exists.

(7) The managing office will update the DIN to indicate the DMIR's renewal status. The managing office also will record the date of renewal or the effective date of termination in the DIN. When terminating an appointment, the managing office will provide written notification to the PAH or PAH's approved supplier and DMIR in accordance with chapter 11 of this order.

(8) The managing office will notify the PAH's geographic MIDO in writing of renewal actions (for example, written or electronic letter) for the PAH's supplier DMIR.

b. Guidelines for a Manufacturing DAR Renewal.

(1) The SAR system has been set up to generate a notification for renewal to the DAR automatically within the DIN. The DAR must submit request for renewal to the appointing office at least 2 months before the certificate of designation expires. Requests for renewal must be made via the Internet unless otherwise approved by the managing office. The Internet provides the designee with a secure means of updating personal information and submitting a request for renewal. A designation that has expired is not renewable without reapplication in accordance with this order.

NOTE: If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the appointment will be terminated in accordance with chapter 11 of this order.

(2) A DAR may be renewed based solely on a projected or anticipated need. The managing office will notify the appointing office or next higher level of management outlining the projected or anticipated activities. This renewal provision will be limited to only one renewal period. For DARs renewed under this provision, the requirement for sufficient activity will be waived, but all other renewal requirements of this order will apply.

(3) The advisor will review the DAR's file for completed project activity (for example, Designee Management Report and Summary Activity Report(s)). Lack of activity may be used as justification for termination.

(4) When determining whether to renew an appointment, the advisor must verify and review DIN records for the DARs to ensure they attended a standardization or recurrent seminar in accordance with chapter 8 of this order. The advisor also must verify the DAR has performed at least one or more per year of the following activities consistent with authorized functions:

NOTE: Failure to complete the required standardization or recurrent seminar may delay renewal or result in the termination of an appointment.

(a) Issuance of one original/recurrent airworthiness certification or an export approval for a product.

(b) Issuance of one airworthiness approval for an article.

(c) Performance of conformity determinations on one or more TC, STC, or other design approval projects.

(d) Issuance of a conformity certification on behalf of a CAA for articles manufactured in the United States for non-U.S. manufacturers.

(e) Demonstrated proficiency by simulating one of the above authorized functions.

NOTE: Demonstrating proficiency by simulation may not be used for consecutive renewal periods and should be used at the sole discretion of the managing office.

(5) Renewal concurrence will be obtained from the appointing/managing office manager indicating the need for an appointment still exists. The appointing/managing office will update the DIN to indicate the DAR's renewal status. The appointing/managing office also will record the date of renewal or the effective date of termination in the DIN. When terminating an appointment, the appointing/managing office will provide the designee written notification in accordance with chapter 11 of this order.

1003. EXECUTIVE-LEVEL DMIRs/DARs. The risk of conflict of interest increases as a company DMIR/DAR takes on additional responsibilities and rises to an executive level within the company (for example, senior vice president or director of quality assurance) where the primary job duties are schedule-driven and devoted to the output of the company's marketable products. MIDOs/MISOs should increase surveillance in performance evaluations for these DMIRs/DARs. The following criteria should be used to evaluate whether the DMIR's/DAR's company position can adversely affect the DMIR's/DAR's ability to perform delegated functions objectively and independently. Compliance with these criteria should establish the necessary assurance that the DMIR's/DAR's position within a company does not make the DMIR/DAR more vulnerable to abusing the FAA authority obtained. The following elements define the criteria to be considered:

CHAPTER 11. TERMINATION OF DESIGNATIONS

1100. GENERAL. This chapter provides the requirements for the termination of the designation of a DMIR, DER, and a manufacturing/maintenance DAR. Termination is the action by the FAA as a result of a decision either to not renew or to rescind a designation at any time for any reason the Administrator considers appropriate. These procedures are intended to ensure fair and equitable treatment of the designee, but the continued integrity, quality, and efficiency of the FAA's overall delegation system is paramount. Once the designee has been notified of a termination decision, designee privileges will be suspended immediately.

a. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Designees who are performing poorly or requiring excessive resources to manage must be terminated to ensure continued confidence in the designee system. When it has been determined that termination is warranted, the process should begin immediately. Termination decisions must be formally documented, to include the specific reason. Where applicable, the decision to terminate should include feedback from those involved in reviewing work performed outside the designee's managing office.

b. Designation is a privilege that conveys responsibilities but does not imply employment or other rights unrelated to FAA needs. Therefore, the Administrator may terminate a designation under § 183.15(b)—

- (1) Upon the written request of the representative;
- (2) Upon the written request of the employer in any case in which the recommendation of the employer is required for the designation;
- (3) Upon the representative being separated from the employer who recommended the appointment;
- (4) Upon a finding by the Administrator that the representative has not properly exercised or performed the duties of the designation;
- (5) Upon the lack of need for the representative by the Administrator; or
- (6) For any reason the FAA considers appropriate (see paragraph 1101 for additional reasons).

c. Follow the procedures in paragraph 1102 of this order when the termination is at the request of the designation holder or the employer who requested the designation, or when the designee dies, retires, or no longer works for the company that requested the designation.

d. General procedures for terminating designations for performance-related reasons are listed in paragraph 1103 of this order. Even though the FAA sometimes refers to the designations and authorizations as “certificates,” they are NOT “certificates” within the meaning of Title 49, United States Code § 44709. The procedures for appealing actions taken under authority of § 44709 and its implementing regulations are not applicable to designees.

e. Designees terminated based on misconduct will not be permitted to reapply to the designee program. Misconduct is construed as a designee mismanaging his or her responsibilities, deliberately violating the CFR or FAA policies, or behaving improperly, resulting in termination for lack of care, judgment, or integrity; certificate suspension or revocation; or unsatisfactory performance.

1101. CAUSE FOR TERMINATION OF DESIGNATIONS.

a. The following are conditions for designee certificate termination as identified in § 183.15(b)(1) through (5), and reasons the Administrator considers appropriate under § 183.15(b)(6):

(1) Deceased.

(2) Retired. Typically applies to a designee who works for an established company and ceases to function as a designee upon retirement from the company.

(3) By Request. At the request of the designee or the designee’s employer; or, in the case of a designee employed by a supplier to a PAH, at the written request of the PAH.

(4) Change of Employment. The designee leaves the employment of the company, PAH, or its supplier that requested the delegation.

(5) Insufficient Activity. When the Administrator finds that the designee has not had sufficient activity to warrant continuance of the designation.

(6) Lapse of Qualifications. When the Administrator finds the designee’s qualifications for a specific activity have lapsed.

(7) Certificate Suspension, Revocation, or Cancellation. When a certificate is required as a basis for the appointment of the designee, for example, the PAH’s PC, or a mechanic’s or repairman’s certificate held by a maintenance DAR, and that certificate is suspended, canceled, or revoked.

(8) Lack of Care, Judgment, or Integrity. When the Administrator finds the designee or PAH has not demonstrated the care, judgment, or integrity necessary to exercise the designation properly.

(9) Lack of FAA Need or Ability to Manage. The managing office no longer needs the services of the designee or no longer has the resources to manage the designee. The lack of need or ability to manage cannot be the result of one of the other termination conditions. If it is, the other termination condition is considered the termination reason.

(10) Removal From Approved Supplier List. When a supplier who employs the designee is removed from the PAH's approved supplier list.

(11) Nonsubmittal of Renewal Request. When an approved designee does not request renewal following the process in chapter 10..

(12) Unsatisfactory Performance. When the Administrator finds that the designee has not properly exercised or satisfactorily performed the duties of the designation.

(13) Any Other Appropriate Reason. Any other reason considered appropriate by the Administrator (for example, if a DAR changes the address at which the authorized functions will be performed, thereby changing the managing office without prior coordination, the appointment must be terminated in accordance with this order).

b. When determining to terminate a designation based on performance-related issues, the advisor may want to consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training, recommending the designee take additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas/functions before making a termination decision. If the managing office determines that the designee has not improved to the FAA's satisfaction, then the designee will be terminated. At this point and at the discretion of the managing office, the designee may not be permitted to reapply to the designee program.

1102. VOLUNTARY TERMINATION PROCEDURES FOR DESIGNEES.

a. A designee may voluntarily terminate his or her designation by request in writing to the managing office. The designee will include the date and reason(s) for termination. If employed by a PAH or PAH supplier, the designee will send a copy of the voluntary termination letter to the PAH/PAH's supplier. The Certificate of Designation and COA will be returned to the FAA. The managing office may hold a debriefing with the individual(s) to cover any tasks not completed or performed.

b. The managing office will file the Certificate of Designation, COA, and the designee's voluntary termination letter in the designee's file. The DIN will be updated to reflect the termination.

c. If the managing office is unable to obtain the Certification of Designation, COA, or voluntary termination letter because of extenuating circumstances, the advisor will document the circumstances in a memo and include it in the designee's file.

1103. TERMINATION PROCEDURES OF A DMIR, DER, or DAR.

a. Termination and Opportunity to Appeal. A designation is a privilege, not a right; therefore, the Administrator has the authority to terminate a delegation for any reason. However, the FAA Office of Aviation Safety recognizes the benefit of having procedures to ensure due process is provided, if requested by the applicant, before a final decision is made to terminate a designation.

(1) Notice of Termination. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination of the designation. Termination notices will be coordinated with the assistant chief counsel. Sample notification letters are in appendix 6, figures 1 through 3 of this order. When a designee is terminated for any reason, the DIN will be updated with the effective date of termination. The effective date cannot be beyond the expiration date. At a minimum, the notice must include the following:

(a) Reasons for Termination. Specific reasons for the termination, including examples of unacceptable conduct, when applicable.

(b) Immediate Suspension. Notification that the designation holder must cease all delegation activity.

(c) Permission To Request an Appeal. When applicable, a statement allowing the designation holder to request an appeal will be provided in the proposed action. This request for appeal must be submitted in writing. The designation holder will have 14 days from the date of receipt of the termination notification letter to file a request for appeal. The appeal request must include all documents and information the designation holder wants the FAA to consider during the appeal process. No documentation will be accepted by the FAA after the request for appeal is received. If a meeting with the FAA is desired, the designation holder must request this meeting as part of the request for appeal.

(d) Intention To Keep Record. When applicable, a statement that the FAA will prepare and maintain a record of the request for an appeal, any evidence submitted, and any meetings held. The notice will also inform the designation holder that legal counsel may accompany them.

(2) Notice to Designees.

(a) Notice to DMIRs/DERs. The notice will be addressed to the designee's employer and a courtesy copy sent to the designee.

NOTE: If a supplier to a PAH employs the designee, the notice will go to the PAH rather than to the supplier.

(b) Notice to Independent DARs/Consultant DERs. The notice will be given to the DAR/consultant DER.

b. Appeal Procedures.

(1) Termination Reasons.

(a) Appeal procedures do not apply for the following termination reasons: lack of FAA need and ability to manage, loss of a prerequisite certificate, or failure to meet training requirements.

(b) If termination is based on performance by a DMIR, or company DER, PAH, supplier, or engineering organization, only the organization may request an appeal of the proposed action. The individual designee may not request the appeal.

(c) If termination is based on performance by a DAR or consultant DER, those individuals may appeal. In this instance, only the DAR/consultant DER may participate in the appeal process.

(2) Appeal Requested. If a designation holder requests appeal within 14 days of receipt of the termination notification, the following apply:

(a) **Process.** The managing office will form an appeal panel composed of three persons, advisor level or above, NOT involved in the termination decision. The panel will meet to review and support or override the termination decision. If requested by the designee, the panel will meet with the designee and the FAA inspector or project engineer who made the recommendation to terminate the designation. The process must be completed within 45 business days of receiving the appeal request. If the designee requests a meeting with the FAA to discuss the appeal, the managing office will have 45 business days from the conclusion of that meeting to complete the process.

NOTE: If the designee chooses to have a lawyer attend, then the managing office must request FAA regional counsel attendance.

(b) **Record.** The FAA will maintain a record of the meeting in some form, such as notes, a summary written after the meeting, or a verbatim transcript prepared by the DPC or by a court reporter. If the record consists of written material, a copy will be forwarded to the designation holder to review and submit proposed comments or corrections.

(c) **Notice of Appeal Panel Decision.** The managing office will notify the designation holder within 15 business days of the decision of the appeal panel.

1104. COORDINATION OF TERMINATION DECISIONS. Termination of a particular designation does not necessarily require termination of all designations held. However, to ensure other FAA offices that may have issued authorizations to the designee are aware of the termination action, the office terminating the designation will notify each of the designee's other managing offices of the termination decision.

1105. DESIGNEE INFORMATION NETWORK STATUS. If the managing FAA office takes action to suspend or terminate a designation, the following action will be taken as well:

- a. The DPC or Advisor for AFS designees will ensure the DIN is updated.
- b. Office files will correctly reflect the appropriate designation status.

CHAPTER 13. SUSPENSION AND REINSTATEMENT OF DESIGNATIONS

1300. GENERAL. This chapter provides the procedures and requirements for the suspension and reinstatement of the designation of a DMIR, DER, and manufacturing/maintenance DAR. These procedures are intended to ensure fair and equitable treatment of the designee, with the continued integrity, quality, and efficiency of the FAA's overall delegation system being paramount.

1301. SUSPENSION. Suspension is a management tool available to the FAA managing office that allows the removal of some or all of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines that a designee should not exercise their authority because the designee's performance warrants counseling or additional training, or when their performance falls below FAA standards.

1302. SUSPENSION PROCESS AND DOCUMENTATION. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are suspended. The letter will identify the reasons for the suspension action and any corrective action the designee must accomplish that would lead to reinstatement if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the suspension action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (refer to appendix 5, figure 8 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (refer to appendix 5, figure 9 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (refer to appendix 5, figure 10 of this order).

1303. SUSPENSION REQUIREMENTS. Suspension is required in the following instances.

a. A designee fails to accomplish recurrent training within the timeframes specified in this order. The designee is suspended until successful completion of recurrent training, unless their authorization expires or they are terminated.

b. A designee accomplishes the training but fails the recurrent training test. The designee is suspended until successful completion of recurrent training. For DARs and DMIRs, they may also attend and successfully complete the appropriate part 1 and 2 initial seminars. The suspension will not exceed the expiration date of their authorization.

c. The managing office has made a determination to terminate a designee. In this instance, the designee is immediately suspended and the managing office will follow the procedures established in chapter 11 of this order.

1304. REINSTATEMENT FROM SUSPENSION. Reinstatement from suspension is the FAA action taken to remove a suspension. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are reinstated. The letter will identify any authorizations that remain suspended, if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the reinstatement action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (refer to appendix 5, figure 12 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (refer to appendix 5, figure 13 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (refer to appendix 5, figure 14 of this order).

CHAPTER 14. AFS DAR PROCEDURES

1400. GENERAL. This section describes the processes to be used by AFS in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees, and training, oversight, renewal, termination, and tracking of a designee's authorized functions. The process provides a method by which qualified private person(s) may apply for appointment as a DAR and provides AFS inspectors with information regarding implementation of the National Examiner Board (NEB) process. The NEB process provides a fair and consistent selection of DARs. AFS has decided to include the DARs in the same initial screening and selection process used for other AFS designees. DAR applications must be submitted in accordance with paragraph 1406. All applicants will submit FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-T-ODAR-T). See appendix 7, figure 1 of this order, for a sample application. Authorized functions cannot be subdelegated (that is, all authorized functions must be accomplished only by the DAR having the authorization).

1401. GENERAL QUALIFICATIONS. DAR applicants must meet the specialized experience requirements in paragraphs 1402 and/or 1403 (as appropriate) and the general qualifications listed below:

- a.** Current and thorough working knowledge of pertinent regulations, directives, and related material.
- b.** Current specific technical knowledge and experience commensurate with that required for the particular function (for example, Boeing Airplane Model 747-400, Bell Model 47B, and/or related articles and avionics).
- c.** High degree of integrity, cooperative attitude, and ability to exercise sound judgment.
- d.** Ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.
- e.** Two years of recent satisfactory experience working directly in the type of work to be covered in the authorized function(s).
- f.** Persons applying for the DAR with Data Management authorized function (code 50) must hold a current DAR designation for a period of at least 1 year with function codes 08 and 23. Or, persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated products, as it relates to original/amended airworthiness certification and hold a current DAR designation for a period of 1 year with function code 08 or 23. The DAR must have demonstrated sound judgment when issuing airworthiness certificate/airworthiness approvals on behalf of the FAA.

g. Persons applying for the DAR Data Management authorized function for avionics only, must hold a current DAR designation for a period of at least 1 year with function codes 08 and 23 (A&P not required) on avionics equipment (ability to provide domestic airworthiness approval for avionics articles that conform to approved design requirements). Or, persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated articles as it relates to original airworthiness approval and hold a current DAR designation for a period of 1 year with function code 08, 21, or 23, and airworthiness approval for articles that conform to the approved designed requirements and are in a condition for safe operation. The DAR must have demonstrated sound judgment when issuing airworthiness approvals on behalf of the FAA.

h. Good command of the English language, both oral and written.

1402. SPECIALIZED EXPERIENCE REQUIRED FOR DATA MANAGEMENT FUNCTIONS. DAR Data Management authorized function applicants must meet the specialized experience listed below for each function sought. All candidates must attend the training requirements listed below.

a. Data Management for Major Alterations on U.S.-Registered Aircraft (Function Code 50).

(1) A DAR applicant must have 5 years of experience as one of the following:

(a) An FAA inspector (manufacturing, airworthiness, or avionics), who has either issued field approvals or performed oversight of an organization that performs major alterations, **FOR ALTERATIONS OF THE SAME TYPE AND COMPLEXITY** as those for which authorization is sought.

(b) A person responsible for requesting FAA field approvals or managing alteration programs that lead to approvals for return to service (for example, chief inspector or director of maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier certificate or commercial operator's certificate). This person must hold a current mechanic's certificate with A&P ratings or an avionics certificate (Associate Degree in electronics or 5 years of experience as an avionics technician) with the proper qualifications, skills, and the ability to perform maintenance, repairs, alterations, and operational checks on products in accordance with FAA regulations. This person must also demonstrate the ability to determine that products, including articles of products or avionics articles (**OF THE SAME TYPE AND COMPLEXITY** as those for which authorization is sought), submitted for FAA data approval have remained in or have been returned to their FAA-approved type design configuration and meet pertinent 14 CFR requirements.

(c) A person having specialized experience outlined in table 4-2 of this order may be used when an applicant has experience leading to the issuance of FAA data **APPROVAL** for products **OF THE SAME TYPE AND COMPLEXITY** as those for which authorization is sought.

(2) A DAR applicant must have 3 years of specialized experience for articles when an applicant has experience leading to the issuance of recurrent airworthiness approval for domestic use of articles.

b. Training Requirements for Data Management Functions. Persons applying for a DAR with Data Management authorized function must also have completed FAA course No. 21811 (Aircraft Alterations and Repairs) and either course No. 27903 (titled CFR Part 21 Seminar) or course No. 21016 (Part 21). In addition to these courses, the person applying for an avionics function code must also have attended course No. 21846 (Avionics Certification Procedures).

1403. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS. DAR applicants must meet the specialized experience listed below for each function sought.

a. Issuance of Recurrent Airworthiness Certificates and Recurrent Airworthiness Approvals for Products and Articles That Conform to the Approved Design Requirements for U.S.-Registered Aircraft (Includes Function Codes 23 through 30 and 33).

(1) A DAR applicant must have 5 years of experience as one of the following:

(a) An FAA airworthiness inspector (maintenance) involved in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness certificates when delegated or recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(b) A person responsible for managing airworthiness certification programs leading to the issuance of airworthiness certificates and/or approval for return-to-service (for example, chief inspector or director of maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with A&P ratings and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent certification have remained in or have been returned to their FAA-approved type design configuration and meet pertinent 14 CFR requirements.

(c) The specialized experience outlined in table 4-2 of this order may be used when an applicant has a minimum of 2 additional years of experience leading to the issuance of recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. The applicant's experience must demonstrate direct involvement in determining that an aircraft conforms to the FAA-approved type design configuration and meets pertinent 14 CFR requirements.

(2) A DAR applicant must have 3 years of experience (reference table 4-2 of this order) in the issuance of recurrent airworthiness approvals for articles that conform to the approved design requirements and are in a condition for safe operation.

b. Issuance of Recurrent Export Airworthiness Approvals for Products

(Function Code 31). A DAR applicant must have 5 years of experience as one of the following:

(1) An FAA airworthiness inspector (maintenance) involved in actually issuing (or having responsibility for managing programs leading to the issuance of) recurrent export airworthiness approvals for products **OF THE SAME TYPE AND COMPLEXITY** as those for which authorization is sought.

(2) A person having responsibility for managing export airworthiness approval programs leading to the issuance of recurrent export airworthiness approvals for products (for example, chief inspector or director of maintenance at an FAA-approved domestic repair station, or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with an A rating or P rating, or both, as appropriate. This person also must demonstrate the ability to determine that products submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country.

NOTE: Recurrent export airworthiness approvals for products must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(3) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for products.

c. Issuance of Recurrent Export Airworthiness Approvals for Articles

(Function Code 32). A DAR applicant must have 3 years of experience as one of the following:

(1) An FAA airworthiness inspector (maintenance or avionics) involved in actually issuing (or having responsibility for managing programs leading to the issuance of) recurrent export airworthiness approvals for articles **OF THE SAME TYPE AND COMPLEXITY** as those for which authorization is sought.

(2) The holder of a current mechanic certificate with an A rating or P rating, or both, as appropriate, or a current repairman certificate (for example, avionics, instruments). This person must also demonstrate the ability to determine that articles submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country.

NOTE: Recurrent export airworthiness approvals for articles must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(3) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for articles.

d. Issue Notification of Completion to Operators After Conducting Aircraft Records Reviews and Structural Spot Inspections (Function Code 49). A DAR applicant must meet one of the following requirements:

(1) Have 5 years of experience as an FAA maintenance inspector conducting structural spot inspections and air carrier records reviews.

(2) Possess advanced airplane maintenance experience at the level of supervisor/lead in structural inspections and airplane records review leading to an “approval for return to service.” (Examples would include chief inspector or director of maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier certificate.)

(a) The applicant must hold a current mechanic’s certificate with an A&P rating or an appropriate repairman certificate with the proper qualifications and skills, and have the ability to determine that maintenance, repairs, alterations, and operational checks on airplanes were performed in accordance with FAA regulations.

(b) This individual must have 5 years of experience as a quality auditor involved in airplane structural inspections and records review.

(c) The applicant must have specific knowledge in structural inspection and corrosion prevention and control programs, and other training as determined by the FAA.

(3) Before exercising the authority of this function, the applicant must be thoroughly familiar with the appropriate chapters of Order 8900.1 and have satisfactorily completed on-the-job training (OJT) on the air carriers approved maintenance policies and procedures from the cognizant certificate holding district office (CHDO).

NOTE: The OJT portion of the specialized requirements will not be required for evaluation by the NEB. After selection and before using the authorization of function code 49 for a specific air carrier, the DAR must receive the OJT required by this paragraph. The DAR must have documented proof of the training from the CHDO required by this paragraph while exercising the authority authorized by this function.

1404. NATIONAL EXAMINER BOARD (NEB) PROCESS. The NEB will oversee and administer the following functions for applicants:

a. The National Designee Candidate Pool. The NEB is responsible for creating and maintaining a national designee candidate pool, which contains the application files of all DAR applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national designee candidate pool will be categorized by the geographic area in which the applicant can serve and by the type of functions they seek to perform.

b. Maintenance DAR Applications. The NEB will accept and evaluate applications from applicants whose designations are governed by this order.

c. Referral of Applicants for Initial Designation. At the request of a managing RO that has determined the need for a designee, the NEB will send the managing RO copies of applicant file(s) for the three most highly qualified DAR applicants appropriate for the designation needed and geographic area to be served. For DARs, the RO will be responsible for evaluating, selecting, and notifying the applicant from the files forwarded by the NEB. This responsibility may be delegated to the local FSDO/IFO.

(1) The managing office may accept or decline any applicant referred by the NEB, except in cases where fewer than three applicants are referred by the NEB. A managing office that declines all of the applicants referred by the NEB may not request further referral for a period of 6 months.

(2) If fewer than three appropriate applicants are available, the managing office may maintain an open request for files of all additional applicants that become available through the national candidate pool until such time that the NEB is able to refer three applicants.

(3) If a managing office requests applicants and there are no applicants in the national pool available to provide service in that managing office's geographical area, the NEB immediately will advise the managing office that no applicants are available. If the managing office deems the need of a designee to be time critical, the managing office may encourage a suitable applicant to apply and forward the person's application to the NEB with a request for priority processing. The NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the managing office and the applicant by the most expeditious means of the approval/disapproval of that application and continue to give priority handling to the managing office's request until the critical shortage is filled.

(4) If a managing office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool, appropriate to the designations needed and the geographic area to be served. Whether the applicants are the same or different from those previously referred will have no bearing on current or subsequent referrals.

d. Enforcement History. At the time of the initial evaluation, the NEB will review the enforcement history of individuals who will perform any authorized functions; however, the NEB will not maintain a record of an applicant's enforcement history. The requesting managing office will review the enforcement history at the time the applicant's files are forwarded to the managing office by the NEB. The review must be accomplished before the managing office selects a candidate for designation.

(1) The NEB and managing office will determine if the enforcement history is grounds for denial.

(2) An applicant may appeal.

e. Expanded Authority, Reinstatement, and Transfer Requests.

(1) Expanded authority is defined as adding authorized function(s); it is not making changes to limitations to authorized functions.

(a) Designees requesting expanded authority, and who have previously gone through the NEB process, need only to submit the technical portion of the application package (Form 8110-28 with relevant experience for the added function(s) requested, along with a recommendation letter from their managing FSDO). Designees who have never been through the NEB process must submit a complete application package as required in paragraph 1406. The managing FSDO or RO, as appropriate, may require additional portions in the application package.

(b) The Managing FSDO or RO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's letter of authority, Designee Information Network (DIN) updated, and the administrative requirements accomplished in accordance with paragraph 1411. Only the NEB may authorize added functions, and only the managing FSDO may specify any limitations(s) on the authorized functions.

(2) DARs applying for reinstatement to the FSDO who last had jurisdiction over the applicant will submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement will be treated as initial applicants and will be required to submit an application to the NEB for evaluation and recommendation.

(3) DARs holding a valid and current certificate of designation who wish to relocate to a different geographical area may do so, providing there is no break in service and the receiving FSDO agrees to the transfer.

1405. DESIGNEE AUTHORITY AND RESPONSIBILITIES. While manufacturing inspectors/designees are primarily responsible for original airworthiness certification, and AFS airworthiness inspectors/designees are primarily responsible for recurrent airworthiness certification, both recurrent and original airworthiness certification may be authorized to both maintenance and manufacturing DARs with specific function codes. When the maintenance managing office is delegating both recurrent and original functions (under the maintenance function codes), the maintenance managing office should coordinate/communicate with the manufacturing managing office of its intent to delegate "original" (maintenance function codes) functions to eliminate any potential issues that may arise.

a. Designees may be authorized to perform both recurrent and original functions when they meet both sets of qualification criteria. Designees should be carefully evaluated to ensure they are delegated the applicable function codes, and if appropriate, limitations for those functions (for example, aircraft specific or weight limit).

b. For new maintenance applicants requesting both recurrent and original functions, the appropriate AFS managing office will obtain concurrence of original functions (under the maintenance functions codes) from the appropriate manufacturing managing office prior to delegating the applicant as a maintenance designee.

c. For existing maintenance designees, who have already been delegated both recurrent and original (under the maintenance function codes) activity, the managing office will obtain

verbal or written concurrence from the cognizant manufacturing office prior to performing delegated “original” functions as a maintenance designee.

d. MIDOs/CMOs/FSDOs must ensure documentation (for example, via e-mail, fax, and phone log) of the mutual agreement/concurrence by the two managing offices is maintained in the designee’s file.

e. A DAR with the data management authorized function 50 must follow the guidelines established in Order 8900.1.

1406. APPLICATION PROCEDURES. All DAR applicants must complete Form 8110-28. This form is available to download at <http://forms.faa.gov/forms/faa8110-28.pdf>. The application package also must include three verifiable technical references that will substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same person(s) used for character references. The package also must contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 1401 of this order. Application documents should be addressed as follows:

Federal Aviation Administration
Designee Standardization Branch, AFS-640
ATTN: National Examiner Board
P.O. Box 25082
Oklahoma City, OK 73125-0082

1407. AUTHORIZED FUNCTIONS AND CODES. The following is a list of maintenance functions that may be delegated to a maintenance designee:

a. DAR-T Codes and Function Description.

(1) Code 23 — Issue recurrent standard airworthiness certificates for U.S.-registered aircraft and recurrent airworthiness approvals for products or articles that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: These airworthiness certificate(s) include non-U.S. manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a BAA or BASA together with an Export Certificate of Airworthiness or certifying statement from the CAA indicating the aircraft meets the U.S. type design and is in a condition for safe operation.

NOTE 2: Maintenance DARs are only authorized to issue recurrent airworthiness approvals for domestic shipments at accredited distributors. Before the issuance of the approval tag, the criteria contained in FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, must be met.

(2) **Code 24** — Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from countries other than the country of manufacture with which the United States has a bilateral agreement(s).

NOTE: The CAA of the exporting country (other than the country of manufacture) with whom the United States has a bilateral agreement, must provide a certified statement that the aircraft conforms to its U.S. TC and is in a condition for safe operation. This certified statement normally comes in the form of an Export Certificate of Airworthiness, issued by the country of manufacture.

(3) **Code 25** — Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

NOTE: The exception would be for non-U.S. manufactured aircraft imported from countries other than the country of manufacture.

(4) **Code 26** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

(5) **Code 27** — Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) **Code 28** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating, market survey, research and development, and crew training on U.S.-registered aircraft.

(7) **Code 29** — Issue special flight permits for U.S.-registered aircraft for the purposes outlined in § 21.197(a)(1), (2), (4), and 21.197(b).

NOTE: Designees will not fax any special flight permits; reference Order 8130.2.

(8) **Code 30** — Issue recurrent/original special airworthiness certificates for limited category aircraft.

(9) **Code 31** — Issue recurrent export airworthiness approvals for products in accordance with part 21, subpart L.

(10) **Code 32** — Issue original/recurrent export airworthiness approvals for articles manufactured in accordance with 14 CFR part 21.

NOTE: This authorization includes export airworthiness approvals for articles located at a non-PAH distributor operating under an exemption to § 21.323(b)(2).

(11) **Code 33** — Issue amendments/replacements for standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

(12) **Code 46** — Issue original/recurrent special airworthiness certificates, experimental, for the purpose of operating United States (U.S.)-registered amateur-built aircraft. (See FAA Order 8130.33.)

(13) **Code 47** — Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33.)

(14) **Code 48** — Issue recurrent/original and replacement special airworthiness certificates for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

(15) **Code 49** — Issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the certificate-holding district office's procedures.

(16) **Code 50** — Issue a statement of completeness for alterations that use DER-approved data. Perform management of design and compliance data in support of major alterations by reviewing the applicant's data package for completeness to the applicable airworthiness standards.

NOTE 1: The certification is entered on FAA Form 337 in Block 3 and should read: "The alteration identified herein has been reviewed and found to be complete with appropriate Designated Engineering Representative (DER) approvals. All aspects of the alteration(s) are compatible and eligible for use on the above described aircraft, subject to conformity inspection by a person authorized in 14 CFR part 43, § 43.7." The DAR should then sign and date the entry. The DAR's designee certificate number also should be entered in Block 3. If the applicant's data package requires further data approval, no Block 3 entry is made, and the package is returned to the applicant with a letter of explanation.

NOTE 2: DAR certification of data documents does not constitute a field approval.

(17) **Function codes 51 to 60** — Reserved.

b. Function Code(s) Usage. When applying to become a designee, list all codes requested on Form 8110-28. The FAA appointing office will list the function codes (and any limitations) authorized on the COA. The appropriate managing office will enter the maintenance function codes for the designee into the DIN.

1408. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days prior to their actual date of retirement or separation from the agency. Former FAA employees who submit an application within 3 years from the time their FAA employment terminated are exempt from the Standardization and Interface portions of the application package. However, a letter of recommendation must accompany their application from management of their last assigned office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their currency experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

1409. RESERVED.

1410. APPLICANT NOTIFICATION. There are two types of FAA notifications to the applicant. The first type notifies the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second type is when an applicant receives a designation, and includes the type of designation and the functions authorized. See appendix 7, figures 2, 3, and 4, of this order for sample letters.

a. NEB Notification to the Applicant. For DARs, the NEB, after reviewing the DAR application package, will notify the applicant. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for personal records.

(1) Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

(2) An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by the AFS appeals board. The decision of the appeals board is final. A letter signed by the AFS director will convey the board's decision to the applicant.

b. Notification of Designation. For DARs, the RO or delegated FSDO/IFO will be responsible for evaluating, selecting from the national candidate pool, and notifying the applicant directly of selection. See the sample letter in appendix 7, figure 2 of this order.

1411. ADMINISTRATIVE REQUIREMENTS.

a. DARs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

b. The designee's certificate number will be composed of the following:

(1) The type of designation (DAR).

(2) A suffix of "T" added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.

(3) The DIN-generated ID number (six digits).

(4) The geographical region code (that is, AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO-Southern Region, SW-Southwest Region, and WP-Western Pacific Region).

1412. GENERAL DESIGNEE ORIENTATION. The managing office accomplishes the initial orientation for all maintenance (airworthiness or avionics) designees and should include the following items:

a. Flight Standards Service Organizational Structure. Review the organizational structure of the AFS region system.

b. Managing Office Structure. Review the applicable organizational structure.

c. Personnel. Introduce the designee to managing office personnel.

d. Geographic Restrictions. Explain the procedures for operating across geographic boundaries. (See paragraph 1419.)

e. Administrative Responsibilities. Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

f. Compliance with Policy. Explain that designees are required to use and implement FAA policy and guidance material (notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office. Refer to paragraph 300(h).

g. Appointment and Renewal Procedures. Explain appointment and renewal procedures. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time.

h. Relocation Procedures. Explain steps that must be taken if the designee moves to a geographic area for which another appointing office is responsible.

i. Workshops/Conferences. Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

j. Training. Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure familiarization with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DARs must attend the next available standardization seminar for DMIRs/DARs. Refer to chapter 8.

1413. DAR ORIENTATION. The managing office should review the following additional items with each DAR:

a. Product Certification. Caution the DAR that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(b)(4).

b. Authorized Functions. Remind the DAR to perform only authorized functions within the limits of their authority.

c. Communication. Remind the DAR to contact the managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtaining any special directions or instructions deemed necessary.

d. Activity Reports. Remind the DAR to provide information relating to their accomplishments according to the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance will any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. Remind the DAR that they are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR's authority.

g. Use of Authority. Remind the DAR to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, ADs, marking requirements, registration, and special importing requirements) before issuing airworthiness or export certificates. The DAR will seek guidance from their managing office when problems arise that they cannot resolve.

h. Document Submittal. Remind the DAR to submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

i. Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed Form 8130-9 from an applicant before performing any inspections in accordance with Order 8130.2.

1414. RESERVED.

1415. MAINTENANCE OF FILES. Managing offices must establish and maintain a file for each designee. All designee files must contain the following, at a minimum:

- a. The original Form 8110-28.
- b. The completed designee application.
- c. A copy of current COA letter and supplement.
- d. A copy of the current certificate of designation (Form 8000-5).
- e. Verification of attendance at designee standardization seminars.
- f. Records of discussion or counseling.
- g. Records of renewal correspondence.

1416. APPEAL PROCESS.

a. DAR. An appeal process is provided through the NEB Charter for decisions made or applications reviewed by the NEB, and appeals will be sent directly to the NEB.

b. The RO must determine if the appointment process was conducted properly by reviewing the documentation in the applicant's file, the written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions will be taken to ensure the future integrity of the appointment process.

c. The RO must complete its deliberations within 45 days of the date of the appeal.

d. The manager of the RO must document and sign the decision. The RO must prepare the letter of appointment or denial for the appointing office manager who, in turn, will provide the decision to the appellant within 15 days of the decision.

1417. DESIGNEE TRAINING. In addition to the training requirements in chapter 8, the following applies:

a. Responsibilities. Organizations must provide training to staff members to ensure continued compliance with the approved procedures manual and the applicable regulations.

b. Training. Approved training provided by the authorization holder is required for staff members, with recurrent training provided at least every 2 years. The authorization holder must allow FAA evaluation of the training material.

c. Training Curriculum. If the training is presented in a classroom format, the organization must allow FAA attendance at the training session. The training should consist of at least the following:

- (1) Review of the functions delegated to the authorization.
- (2) Review of the organization's processes and procedures manual.
- (3) Review of FAA policy and guidance material.
- (4) Review of representative documentation completed by the authorization holder.
- (5) Training must also address the need to consider the product manufacturer's design philosophy, principles, the operational assumptions of the manufacturer, and actual operator procedures.
- (6) An in-house training and quality assurance auditing program for structural spot inspections and focused records review.

1418. DESIGNEE OVERSIGHT. These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. Generally they are conducted together as part of the annual oversight activity.

a. Training.

(1) **Initial Training.** AFS designee advisors responsible for oversight of AFS DARs must complete FAA Academy course 21050, Delegation Management Job Functions, or course 23005, Designee Management for AIR and AFS, before being assigned designee management duties or Organizational Management Team member/leader duties, unless they are assigned a mentor for designee management as described below. Advisors who have more than 1 year of experience working for the FAA but have not completed the Designee Management course may manage designees when assigned a mentor who has successfully completed the Designee Management course. The mentor will provide guidance and be available to answer any designee management-related questions. Advisors who have less than 1 year of FAA experience and who have not completed the Designee Management course may not manage designees.

(2) **Recurrent Training.** AFS DAR designee advisors should attend the same recurrent seminars that their assigned designees attend. Annual attendance is encouraged but attendance every 4 years is required. A detailed description of the designee recurrent seminars is provided in chapter 8.

b. Designee Oversight. The advisor will provide supervision to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. The advisor, as used in this chapter, is the FSDO/IFO principal maintenance inspector, who must accomplish the following:

(1) Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s).

(2) Determine that the designee is performing within the scope of the authorized function(s).

(3) Conduct, at least once annually, a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (for example, additional training or counseling) if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the RO manager.

NOTE: Immediate action will be taken on safety related situations.

(4) Verify that the designee's attendance at the appropriate standardization seminar is in accordance with this order. Verify attendance at the appropriate standardization seminar by each representative performing an authorized function(s) under an organizational designation in accordance with this order.

(5) Verify the designee has ongoing activities to justify continuance of the designation.

(6) Ensure the designee coordinates with the FAA and CAAs when authorized to work outside the designee's geographic area. This coordination will be processed in accordance with this order for domestic and nondomestic activities.

(7) Ensure the designee understands to contact their managing office to obtain any special direction or instructions before performing the following:

(a) Issuing airworthiness certificates.

(b) Issuing export certificate/approval tag.

(c) Becoming involved in any type certification or supplemental type certification (manufacturing only).

(8) Emphasize that designees should seek the advisor's assistance relative to any concerns connected with their authorized functions.

c. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy and by observing the activity to ensure that proper procedures and satisfactory inspection techniques or methods are used.

(1) At least once annually, witness the designee's inspection of a completed article to ensure satisfactory inspection techniques are used. Depending on article availability, it may be necessary to use either an in-process or a noncommercial article to fulfill this requirement. If the advisor determines no suitable article is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

(2) Ensure that all documentation a designee initiates is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. Use discretion based on the experience of the designee in establishing the level of review.

d. The advisor will track the designee's activity by documenting all data pertaining to assigned activities. All supervision and monitoring of a designee's activities are to be recorded in the DIN or the PTRS and updated to indicate the most recent surveillance date.

1419. DAR GEOGRAPHICAL RESTRICTIONS. It is the FAA's intention that designees perform their authorized function(s) within the geographical boundaries of their managing office. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the ability of the FAA to adequately monitor and supervise the designee is maintained. Designees will obtain written authorization from their managing office before performing any authorized function(s) outside their geographic boundaries. Designees will submit Form 8130-13 for this authorization (appendix 5, figure 2 of this order). The form should be submitted a minimum of 3 working days before the scheduled activity date to allow for coordination and processing.

a. Upon receiving a request for a particular certification activity within the United States, but outside the managing office's area of responsibility, the managing office will contact the geographic office where the certification activity is needed to determine whether that local office is available to perform the activity or provide any oversight deemed necessary for the visiting designee. The managing office must complete this coordination and obtain concurrence before issuing the authorization.

b. Managing offices will provide an endorsed Form 8130-13 as written authorization for all designee work performed outside of their geographic area, to the geographic office where the certification activity will be performed. The authorization must be provided PRIOR to the designee performing any function(s). The designee will be instructed to maintain a copy of the authorization onsite while performing the authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used, as appropriate. The authorization should not exceed 30 working days unless additional written justification is provided.

c. Before a managing office authorizes a designee to perform any function(s) outside the United States, the cognizant CAA must be provided written notification prior to the DAR's arrival. The notification will outline the proposed visit (for example, anticipated activities and length of stay) and request the CAA's concurrence. Upon approval, the managing office will send a courtesy copy of the written authorization (approved Form 8130-13) and CAA notification to the appropriate FAA IFO.

d. When designees are to work outside of their geographic area for more than 30 days, the managing office should consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate designee records. The transferring managing office will retain all other oversight responsibilities.

1420. DESIGNEE INFORMATION NETWORK/PROGRAM TRACKING AND REPORTING SYSTEM. The DIN is an automated information system designed to support the designee management process. All managing offices may report in the DIN any key information that may affect other FAA offices for the designees they are responsible for. All managing offices have the responsibility to ensure the adequacy of the information being maintained in the DIN. AFS ASIs will report all designee activity into the DIN and the PTRS.

1421. COMPLIANCE AND ENFORCEMENT. The FAA's compliance and enforcement program in Order 2150.3 is designed to promote compliance with both the statutory and the regulatory requirements. The program ranges from educational and remedial efforts, including administrative action, to punitive legal enforcement remedies, including criminal sanctions in the most serious cases. In rare cases, the FAA may initiate action against a designee for suspension and/or termination. However, many enforcement actions are directed toward the "certificate holder" such as an air carrier or repair station. In those cases, a designee may be affected by the enforcement action levied on the "certificate holder."

1422. DESIGNEE RENEWAL. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DAR Appointments. DAR appointments may be issued for 1 to 3 years. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

b. Guidelines for maintenance DAR Renewal. The procedures for certificate renewal of an DAR are as follows:

(1) A DAR shall submit a written request for renewal to the managing office at least 2 months before the certificate expires. All designees must review and sign a Designee Acknowledgment of Responsibilities as part of the renewal process to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time. (see appendix 3, figure 1). A designation that has expired is not renewable without reapplication in accordance with this order.

(2) A DAR appointment may be renewed based solely on a projected or anticipated need. Other criteria may be based on the following:

(a) If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the renewal shall be terminated in accordance with chapter 11 of this order.

(b) Failure to attend the standardization seminar, if required by this order, may delay renewal until equivalent training is provided. At the option of the FAA, managing offices may provide equivalent training for designees unable to attend their regularly scheduled standardization seminar training to prevent termination based on non-attendance of a seminar.

(3) The advisor will review the DAR's file for completed project activity (for example, Designee Management Report and Summary Activity Report(s)). Lack of activity can be used as a justification for termination.

(4) When determining whether to renew or not to renew a certificate, the advisor must verify and review DIN records for the DARs to ensure they attended a recurrent standardization seminar, if required by this order, within the last 2 years and or have a copy of the recurrent seminar certificate of attendance on file. The advisor also must verify that the DAR has performed at least one or more per year of the following activities consistent with authorized functions:

(a) Issuance of recurrent standard airworthiness certificates.

(b) Issuance of recurrent/original special airworthiness certificates.

(c) Issuance of special flight permits.

(d) Issuance of export airworthiness approvals for products.

(e) Issuance of export airworthiness approvals for articles.

(f) Issuance of domestic airworthiness approvals for engines.

(g) Issuance of domestic airworthiness approvals for propellers.

(h) Issuance of domestic airworthiness approvals for articles.

(i) Issuance of notification of completion after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991.

(j) Issuance of completeness for alterations that use DER-approved data.

(5) Renewal concurrence will be obtained from the appointing/managing office manager indicating the need for an appointment still exists. The DAR status will be updated in the DIN by the regional office to indicate renewal or termination. When a designation is not renewed but must be terminated, the managing office will provide written notification to the designee of the reasons for termination in accordance with chapter 11 of this order.

1423. TERMINATION OF DESIGNATIONS. Termination of maintenance DARs will be accomplished in accordance with chapter 11 of this order.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	MATERIAL AND PROCESS SPECIFICATIONS	Adv	EP
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structures Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	DAMAGE TOLERANCE EVALUATIONS	Adv	EP
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE: The general category in the structures chart embraces all airframe articles such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special articles, but does not apply to rotors.

Additional Requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -

Circle One

- Yes No 1. A degree in Engineering Mechanics
- Yes No 2. A degree in Aerospace/Aeronautical Engineering
- Yes No 3. A degree in Mechanical Engineering
- Yes No 4. A degree in Civil Engineering
- Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program

(b) Experience -

Circle One

- Yes No 1. 2 to 3 years of experience in airframe stress analysis
- Yes No 2. 3 to 5 years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least 2 of those years

Additional Requirements for a Delegated Function of Fatigue Analysis:

(a) Education -

Circle One

- Yes No 1. A degree in Engineering Mechanics
- Yes No 2. A degree in Aerospace/Aeronautical Engineering
- Yes No 3. A degree in Mechanical Engineering
- Yes No 4. A degree in Civil Engineering
- Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program

(b) Experience -

Circle One

- Yes No 1. The equivalent of 2 full years of experience in fatigue analysis. This experience must be within the last 10 years prior to appointment.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 4. SAMPLE DMIR/DAR APPLICATION PACKAGE
SUBMITTAL LETTER



U.S. Department
of Transportation
**Federal Aviation
Administration**

Dear **[Designee Applicant]**:

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 4, tables' 4-1 to 4-4 of FAA Order 8100.8, Designation Management Handbook, contains specific information which must be provided by applicants who seek appointment as DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how the applicant meets the criteria determines if the applicant may be appointed as a designee, identified as a candidate, or has their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). *THIS FORM MUST BE COMPLETED AND RETURNED.* If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.
2. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.
3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the particular airworthiness function for which you are seeking authorization. Write your name on each of these sheets. Then indicate the requested authorized functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed the designee standardization written examination, and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or articles.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the authorized functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.
[Signature Block]

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA		Adv	EP
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.			
List a minimum of three verifiable character references:			
1.	_____		
	Name Phone Number		
2.	_____		
	Name Phone Number		
3.	_____		
	Name Phone Number		
4.	_____		
	Name Phone Number		
5.	_____		
	Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.			
Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)			
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.			
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA.			

DAR/ODAR applicants showing significant experience in a direct working relationship with the FAA will have their documentation in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example follows:

“Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present).”

Supplementary Documentation (attach additional sheets as required).

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE (Application Information) tables indicate, by putting an "X" below, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The advisor evaluates the requested function(s), and recommends authorized function(s) to the evaluation panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The evaluation panel evaluates function(s) recommended by the advisor, marks the EP column (Y=Yes, N=No), and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	2	3	4	5	6	7

DMIR Code 53 Applicants
53

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	53

AUTHORIZED FUNCTIONS

NOTE 1: A designee may not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in §§ 183.31 and 183.33. Authorized function(s) must appear on the designee's certificate of authority.

NOTE 2: Each designee must be carefully evaluated to ensure that they are issued the applicable codes with appropriate limitations for the functions they perform.

NOTE 3: The "conformity inspections" functions include test articles, as required. Designees may be authorized to witness tests when requested by the ACO and authorized by the managing office.

NOTE 4: Designees are required to complete any necessary reports/documents, as applicable, under any function code.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for products and articles at a production approval holder's (PAH) facility, only when it has been determined that the products and/or articles conform to the approved design requirements and are in a condition for safe operation.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

NOTE: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR chapters I and III for aircraft which the PAH holds the type certificate (TC), and that has undergone changes to the type design that require an FAA official flight test.

NOTE: The designees must contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tag in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and articles submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: 14 CFR part 21, subpart L, restricts the export of products and/or articles to certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

04 Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products or related articles conform to the design specifications.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related articles must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. In general, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

06 Conduct any inspections to determine that production products or related articles conform to the approved type design and are in a condition for safe operation.

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

53 Issue FAA Form 8130-3 for articles, domestic or export, at a PC holder's distribution center.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

DAR-F and ODAR-F Codes and Functions:

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for products or articles that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus articles, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

NOTE 3: The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus articles or surplus military aircraft.

NOTE: Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates for products.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue amendment/replacement for standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

18 Issue original export airworthiness approval for products in accordance with the provisions of 14 CFR part 21, subpart L.

19 Issue original export airworthiness approval for articles in accordance with 14 CFR part 21.

20 Issue original/recurrent export airworthiness approval under the provisions of 14 CFR Part 21, subpart L, for articles manufactured in accordance with 14 CFR part 21. Individual DARs must be employed by an applicant who is the PAH of the articles being exported, and/or when the applicant meets the provisions of Note 2 below.

NOTE 1: DARs may be full-time, part-time, or contract employees of a PAH.

NOTE 2: This authorization includes export airworthiness approvals for articles located at a non-PAH distributor operating under an exemption to § 21.323(b)(2).

21 Make conformity determinations on products and articles thereof to be used for design evaluation programs; for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.

NOTE: For conformity inspections at the PAH's or PAH's supplier at any location authorized by the FAA, the managing office will delegate all inspections. In all instances, a complete company inspection of the products and related articles must be completed by the PAH or PAH-approved supplier before submitting for an ODAR inspection. In general, an AR will not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for articles manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR at any location, authorized by the FAA and only after the FAA has received notification from the CAA of the country in which the product is located.

NOTE: In the context of function code 22, the term "DAR" applies to DARs and ODARs.

23-46 Function codes are for AFS and can be found in chapter 14 of this order.

47. Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.)

48. Issue recurrent/original and replacement special airworthiness certificates, for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

Table 1

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 2, 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL STANDARD AND/OR SPECIAL AIRWORTHINESS CERTIFICATES FOR U.S.-REGISTERED AIRCRAFT	Adv	EP
	5 years of experience as a designated manufacturing inspection representative (DMIR).		
	5 years of experience as a designated alteration station (DAS) inspector.		
	5 years of experience as a delegation option authorization (DOA) inspector.		
	5 years of experience as a company inspector.		
	5 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience.		

Table 2

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 18 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR PRODUCTS	Adv	EP
	5 years of experience as a DMIR.		
	5 years of experience as a delegation option authorization (DOA) inspector.		
	5 years of experience as a company inspector.		
	5 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to the experience listed for manufactured articles.		

Table 3

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS APPROVALS FOR PRODUCTS DESIGNATED FOR DOMESTIC USE	Adv	EP
	5 years of experience as a DMIR.		
	5 years of experience as a delegation option authorization (DOA) inspector.		
	5 years of experience as a company inspector.		
	5 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC must have a person(s) in its employ with 5 years of experience similar to the experience listed for products.		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

Table 4

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 19 in the left column and attach supplemental substantiation.		Adv	EP
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR ARTICLES		
	3 years of experience as a DMIR.		
	3 years of experience as a DOA inspector.		
	3 years of experience as a company inspector.		
	3 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below for these articles.		
	*Show evidence of 3 years of experience (for articles) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that these articles (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

Table 5

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ARTICLES (FOR EXAMPLE, MODULE, SUBASSEMBLY, ARTICLE, ETC.) MADE UNDER AN FAA PRODUCTION APPROVAL, THE FAILURE OF WHICH WOULD JEOPARDIZE THE SAFETY OF PRODUCTS	Adv	EP
	3 years of experience as a DMIR.		
	3 years of experience as a DOA inspector.		
	3 years of experience as a company inspector.		
	3 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought conform to approved design and are in a condition for safe operation.		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

Table 6

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 20 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL/RECURRENT EXPORT AIRWORTHINESS APPROVALS FOR ARTICLES	Adv	EP
	Employed by a PAH authorized to issue export airworthiness approvals for articles.		
	1 year of experience as a DMIR.		
	1 year of experience as a DOA inspector.		
	1 year of experience as a company inspector.		
	1 year of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that articles conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or show evidence of knowledge as indicated by the asterisk (*) below for articles.		
	*Show evidence of 1 year of experience (articles) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that these articles (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

Table 7

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ANY ARTICLE NOT INCLUDED IN TABLES 3 AND 5 ABOVE, INCLUDING STANDARD PARTS	Adv	EP
	1 year of experience as a DMIR.		
	1 year of experience as a DOA inspector.		
	1 year of experience as a company inspector.		
	1 year of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 1 year of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. Should include knowledge of:		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

Table 8

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.			
Experience Includes	MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND ARTICLES THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)	Adv	EP
	5 years of experience as a DMIR.		
	5 years of experience as a DAS inspector.		
	5 years of experience as a DOA inspector.		
	5 years of experience as a company inspector.		
	5 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles or completed product (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

Table 9

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUANCE OF CONFORMITY CERTIFICATIONS FOR ARTICLES MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER	Adv	EP
	3 years of experience as a DMIR.		
	3 years of experience as a DAS inspector.		
	3 years of experience as a DOA inspector.		
	3 years of experience as a company inspector.		
	3 years of experience as an FAA manufacturing inspector.		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, or completed product (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections.		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.).		
	*Destructive and nondestructive inspections.		
	*Manufacturing processes.		
	*Airworthiness assurance.		
	*Developing/implementing quality control systems/procedures.		
	*Testing procedures.		
	*Use of FAA-approved type design data.		

Table 10

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of months of experience possessed for DMIR function 53 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUANCE OF FAA FORM 8130-3 AT A PC HOLDER'S DISTRIBUTION CENTER	Adv	EP
	6 months of experience in the distribution center.		
	6 months of experience working within the PC holder's quality system.		
	6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.		
	6 months of experience with the data system used to track articles, verify inspections, and validate serial numbers.		
	6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular article.		
	6 months of experience working with the materials review board process and be able to access the applicable data when necessary.		
	Demonstrate the ability to determine that articles presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL
SUBMITTED BY THE ODAR APPLICANT**

Table of Contents

- Chapter 1. Introduction.
- Chapter 2. Policies and Objectives.
- Chapter 3. Organizational Structure.
- Chapter 4. Authorized Function(s).
- Chapter 5. Assignment of Responsibilities.
- Chapter 6. Training.
- Chapter 7. FAA Document Control (Safeguard FAA Forms and Certificates).
- Chapter 8. FAA Document Processing.
- Chapter 9. FAA Interface.
- Chapter 10. Supervision/Monitoring.
- Chapter 11. Authorized Individuals.
 - a. General Qualifications.
 - b. Specialized Experience.
 - c. Authority and Responsibilities.
 - d. Identification.
 - e. Limitations and Restrictions.
- Chapter 12. Records Retention.

**APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE**

DAR Candidate's Name: _____

Managing Office: _____

Advisor: _____

<u>Function</u>	<u>Date</u>	<u>Description of Function Performed</u>	<u>Advisor's Signature</u>
Demonstrates knowledge of certification procedures for products and articles of 14 CFR part 21.			
Understands the ASI involvement/role in the TC/STC process per Order 8110.4.			
Demonstrates the ability to interpret drawings with respect to characteristics such as material, dimensions, general notes, and clearances to determine inspection requirements.			
Demonstrates the ability to interpret special processes (for example, welding, heat treat, coating/plating, and nondestructive testing).			
Demonstrates the ability to inspect articles with the use of standard inspection equipment (for example, micrometer, hardness testers, and height gauges) to determine article conformity.			
Demonstrates the ability to interpret inspection procedures/records that control fabrication and assembly of articles (for example, engine buildup modules, and aircraft structural assemblies,).			
Demonstrates the ability to interpret test results of articles to FAA-approved test plans.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate of aircraft per Order 8130.2.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate using FAA Form 8100-1, Conformity Inspection Record.			

APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE (CONTINUED)

DAR Candidate's Name: _____
Managing Office: _____
Advisor: _____

<u>Function</u>	<u>Date</u>	<u>Description of Function Performed</u>	<u>Advisor's Signature</u>
Demonstrates knowledge of the applicable directives contained in the FDR-1D kit for the DAR authorization sought.			
Demonstrates knowledge of aircraft registration requirements of 14 CFR part 47.			
Demonstrates knowledge of registration and data plate requirements of 14 CFR part 45.			
Demonstrates knowledge of the type certificate data sheets, aircraft specifications, and aircraft listings.			
Demonstrates knowledge of airworthiness directives of 14 CFR part 39.			
Demonstrates knowledge of maintenance requirements of 14 CFR part 43.			
Demonstrates general knowledge of the aircraft conformity requirements (FAA Form 8130-9).			
Demonstrates general knowledge of the aircraft weight and balance requirements.			
Demonstrates knowledge of proper aircraft ballast safety precautions.			
Demonstrates general knowledge of the coordination requirement with FAA flight test personnel with regard to type inspection authorizations (TIA) and conformity inspections.			

**APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION
AS A DAR CANDIDATE (CONTINUED)**

As a newly appointed DAR candidate, you are required to attend the next available Initial Designee Standardization Seminar. This 3-day seminar is held in Oklahoma City, Oklahoma, and familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization.

We are providing you with a copy of FAA Order 8100.8, Designee Management Handbook, for your use and guidance in learning the functions and responsibilities of an FAA DAR. In addition, the FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at <http://www.faa.gov>. This information and other related regulations and policy may be reviewed through your appointing office or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

If you have any questions you may contact **[Mr./Ms. Mentor]** who has been assigned as your FAA mentor during your candidacy period. **[Mr./Ms. Mentor]** can be reached at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

**APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT
AS A DMIR/DAR**



U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant and/or Company]
[Applicant and/or Company's Address]

Dear [Applicant and/or Company]:

We are pleased to inform you that your appointment as a [type of designee] per § [appropriate section of the CFR, for example, 183.31(a)(1)(2)] of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office. In addition, a wallet-sized reproduction is enclosed for identification purposes.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described below:

(The following are examples of functions and limitations delegated to a DMIR.)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 06 - Conduct conformity inspections to determine that production products and related articles conform to the approved type design and are in a condition for safe operation. Limitations: None 14 CFR § 183.31(b)(2).
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 - Export products and articles only. Limitations: None. 14 CFR § 183.31(a)(2).

**APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT
AS A DMIR/DAR (CONTINUED)**

(The following are examples of functions and limitations delegated to a DAR/ODAR. Record the word "none" if there are no limitations cited.)

1. Function Code 08 - Issue original standard airworthiness certificates for U.S.-registered aircraft and original approvals for products and articles that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 - Issue original export airworthiness approvals for products in accordance with 14 CFR, part 21, subpart L.

LIMITATIONS: Only those aircraft produced under ABC Airplane Company production certificate # 1234, dated March 1, 1997, and production limitation record dated January 7, 1998.

*****NOTHING FOLLOWS*****

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

**APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 11. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION
(REDUCED SIZE)**

 U.S. Department of Transportation Federal Aviation Administration	<hr/> <h1>Certificate of Designation</h1>	
	<i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i>	
	JANE S. SMITH	
	<i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as</i>	
	DESIGNATED AIRWORTHINESS REPRESENTATIVE	
	<i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.</i>	
	<i>Issued at</i> Nowhere, Texas	<i>By Direction of the Administrator</i>
	<i>Dated</i> May 30, 2002	<i>John Q. Doe</i>
	<i>Certificate No.</i> DARF-123456-SW	Manager, MIDO 99
<small>FAA FORM 8000-5 (4-84)(REPRESENTATION)</small>		

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER
FOR DMIR/DAR/ODAR - MANUFACTURING



U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Designee]
[Designee's Address]

Dear [Designee]:

We are pleased to inform you that your renewal as a [type of designee] per § [appropriate section of the CFR, for example, 183.31(a)(1)] of Title 14, Code of Federal Regulations (14 CFR) has been approved. The letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE]

FIXED BASE OF OPERATION: [appropriate designee or company address]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below. **[If there are no limitations noted, state so by using the word "none."]**

AUTHORIZED FUNCTIONS AND LIMITATIONS:

(The following are examples of functions and limitations delegated to a DMIR.)

<u>PAH</u>	<u>FUNCTIONS AUTHORIZED</u>
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 6 – Conduct any conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR § 183.31(b)(2). Limitations: None
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 – Export products and articles only. Limitations: None 14 CFR § 183.31(a)(2).

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER
FOR DMIR/DAR/ODAR - MANUFACTURING (CONTINUED)

(The following are examples of functions and limitations delegated to a DAR/ODAR.)

1. Function Code 08 – Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for products and articles that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 – Issue original export airworthiness approvals for products in accordance with 14 CFR part 21, subpart L.

LIMITATIONS: 14 CFR part 23 and 25 airplanes.

*****NOTHING FOLLOWS*****

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

**APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT
(REDUCED SIZE) (CONTINUED)**

<p>Remarks Section: <i>(If needed, continue remarks on plain paper and attach it to this form).</i></p>
<p>INSTRUCTIONS FOR COMPLETING THE DESIGNEE MANAGEMENT REPORT</p>
<p><u>GENERAL:</u></p> <p>A. TYPE <i>(OR LEGIBLY PRINT)</i> ALL INFORMATION. B. THE ADVISOR <i>(i.e., ASI)</i> WILL COMPLETE THIS FORM. C. THE ENTRIES FOR THE TOP TWO BLOCKS ARE SELF-EXPLANATORY. D. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.</p> <p style="padding-left: 40px;"> SAT—If the item is rated satisfactory. UNSAT—If the item is rated unsatisfactory. N/A—If the item is rated not applicable. </p> <p>E. FOR EACH ITEM RATED UNSATISFACTORY, ENTER THE REASON(S) FOR THE RATING IN THE REMARKS SECTION. F. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.</p> <p><u>ITEM NUMBER:</u></p> <ol style="list-style-type: none"> 1. Check applicable box and record how the delegation was verified in the remarks section. 2. Self-explanatory. Check applicable box. 3. Self-explanatory. Check applicable box. 4. Self-explanatory. Check applicable box. 5. Check applicable box. Rate per requirements in Order 8130.2. 6. Self-explanatory. Check applicable box. 7. Check applicable box. Rate per requirements in Order 8100.8. 8. Check applicable box. Rate per requirements in Order 8130.2. 9. Self-explanatory. Check applicable box. 10. Check applicable box. Rate per requirements in Order 8130.21. 11. Check applicable box. Enter comments in the remarks section. 12. Check applicable box. Enter comments in the remarks section. 13. Check applicable box. Enter comments in the remarks section. 14. Check applicable box. Enter comments in the remarks section. 15. Check applicable box. Enter comments in the remarks section. 16. Check applicable box. Enter comments in the remarks section. 17. Check applicable box. Enter date attended in space provided. Rate DMIR/DAR/ODAR per requirements in Order 8100.8. 18. Check applicable box. Enter date current designation function was granted. Refer to 14 CFR, part 21, subpart J for DOA; 14 CFR, part 21, subpart M for DAS; and Order 8130.2 for DMIR. 19. If any above items are unsatisfactory, schedule a date for follow-up action and enter the date in the space provided. <p><u>SOFTWARE ITEMS: (APPLICABLE TO SOFTWARE DESIGNEES)</u></p> <ol style="list-style-type: none"> A. Ask the type of designee (DAR/ODAR or DMIR) questions 1 through 4, and complete the response appropriately. Use a separate sheet of paper s necessary, and attach to this form. B. Rate each item and put a check in the appropriate box. Items 1 through 13. C. Use the remarks section or separate plain paper for additional information pertaining to any of the items addressed for software. D. If any item(s) are rated poor, enter the reason(s) for the rating in the remarks section, and schedule a follow-up. Enter the date in the space provided.

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT
(TO BE USED BY MANUFACTURING DMIRS, DARS, AND ODARS)
(REDUCED SIZE)

SUMMARY ACTIVITY REPORT (To be used by DMIR, DAR-Mfg., ODAR-Mfg.)					
COMPANY: _____					
DESIGNEE: _____		NUMBER: _____			
REPORTING PERIOD BEGINNING DATE: _____			ENDING DATE: _____		
AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
STANDARD A/W CERTIFICATE	PC 727	OTM 737			
SPECIAL A/W CERTIFICATE	PC 733	PROTOTYPE TC 724	PROTOTYPE STC 725	OTM 740	
EXPORT CERT. OF AIRWORTHINESS	PC 729	OTM 742			
A/W APPROVAL EXPORT TAGS	PC 730	PMA/TSO 731			
IN-PROCESS A/W INSPECTIONS	PC 736	PMA/TSO 736	OTM 743		
CONFORMITY CERT. MILITARY	PC 735				
MISC. ACTIVITY	RESTR. 738	SPEC. FLT. 741	PMT. 744	CONF. FOR FCAA 745	DOMESTIC 8130-3 FORMS 745

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT
(TO BE USED BY MANUFACTURING DMIRS, DARS, AND ODARS)
(REDUCED SIZE) (CONTINUED)

SUMMARY ACTIVITY REPORT (To be used by DMIRs, DAR-Mfg., and ODAR-Mfg.)					
COMPANY: _____		DESIGNEE NAME: _____			
DESIGNEE NO: _____					
REPORTING PERIOD: _____		BEGINNING DATE: _____			
ENDING DATE: _____					
TYPE CERTIFICATION REMARKS	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR
Type or Type Amendment	113				
STC or STC Amendment	213				
Designee Conformity at PMA	308				
Designee Conformity at Supplier	515				

Instructions in MIMIS Guide for ASIs (Mfg.) and Mfg. Inspection Staff

Page 2 of 2

APPENDIX 5. AIR DOCUMENTS
FIGURE 5. SAMPLE LETTER AUTHORIZING DATA APPROVAL
FOR REPAIRS AND ALTERATIONS



U.S. Department
of Transportation
**Federal Aviation
Administration**

[DER]
Designated Engineering Representative
[Address]
[City, State, and ZIP Code]

Dear **[Mr./Ms. DER]**:

You are authorized to approve data for repairs and alterations that are within the scope of your authority as defined on your Certificate of Authority letter, without obtaining prior Aircraft Certification Office (ACO) approval as required by FAA Orders 8100.8 and 8110.37, paragraph **[paragraph number]**. This authorization is for repairs and alterations that do not involve critical or life-limited articles, or if the work will be done outside the country.

This authorization will remain in effect until surrendered, suspended, revoked, or otherwise terminated. Should you have any questions, contact **[ACO advisor]** at **[telephone number]**.

Sincerely,

[Manager]
Manager, **[Office]** Certification Office,
Aircraft Certification Service

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION
TRACKING FORM

NAME: _____	DER #: _____
(Print: Prefix, Last Name, First Name, Middle Name, Suffix)	
TEL. #: _____	FAX #: _____
ADDRESS: _____	
DESIGNATION(s): _____	
(Structures, Systems, Propulsion, Adm., etc.)	
ACTIVITY: FROM _____	TO _____
FAA ADVISOR: _____	
(Print)	
ACO/BRANCH: _____	
DER SIGNATURE: _____	DATE: _____

PROVIDE A **BRIEF** SUMMARY OF YOUR ACTIVITIES WHICH REQUIRED INTERACTON WITH FAA PERSONNEL IN THE FOLLOWING KEY AREAS. INCLUDE PROJECT DESCRIPTIONS, PRODUCT MODELS (AIRCRAFT, ENGINES, PROPELLER, EQUIPMENT, ETC..) AND/OR FAA PROJECT NUMBERS, YOUR SPECIFIC CONTRIBUTIONS TO EACH APPLICABLE INTERFACTION, AND YOUR PRIMARY INDIVIDUAL FAA ENGINEERING CONTACTS.

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES (ISSUE PAPERS, EQUIVALENT SAFETY): (*FINDINGS, SPECIAL CONDITIONS, EXEMPTIONS, ETC.*)

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATION: (*ACTIVITIES IN SUPPORT OF FAA FORM 337, REPAIR STATIONS, ETC.*)

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

7. PARTICIPATION IN TECHNICAL EXCHANGES: (*MEETINGS AND TELECONS ON GENERAL TECHNICAL SUBJECTS.*)

8. PARTICIPATION IN FAA TRAINING/SEMINARS:

FOR FAA USE ONLY	
<input type="checkbox"/> ALL REQUIRED DER EVALUATION FORMS COMPLETED	<input type="checkbox"/> DER RENEWAL PROCESSED
ACO/BRANCH ADVISOR SIGNATURE: _____	DATE: _____

FAA Form 8110-29 (6/00) Supersedes Previous Edition NSN: 0052-00-919-6000
 SUBMITTAL OF THIS FORM IS MANDATORY FOR DER RENEWAL
 FOR OFFICIAL USE ONLY
 PUBLIC AVAILABILITY TO BE DETERMINED UNDER TITLE 5, UNITED STATES CODE, SECTION 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION
TRACKING FORM (REVERSE SIDE)

PERFORMANCE ELEMENT DEFINITIONS

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

Indicate projects where you have identified applicable regulations and methods of compliance for a design or design change. Indicate programs that required you to provide program schedules which identified critical milestones leading to FAA certification. List FAA personnel, that is, engineers, flight test pilots, inspectors, and other FAA designees where communications took place in the course of this activity. Note: Detailed project information is not required.

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES:

For the certification projects in which you have participated, describe your work with the FAA in identifying certification related areas of new technology, areas where compliance methodology may have been new or controversial, or areas where existing regulations or policy were inadequate. Identify issue papers that resulted from your efforts and your contribution to the resolution of those issues.

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

Describe, in detail, your activities in reviewing and approving (or recommending for approval) compliance data. Compliance data consists of both type design data and type certification data. Type design data includes drawings, specifications, and other data, which defines the product. Type certification data include test plans, test reports, analyses, or other data used to demonstrate compliance with the applicable CFR. Note: Do not describe design details that may be considered proprietary by the applicant.

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

Describe your project management/administration activities. Describe how you ensured effective coordination between the applicant and the FAA, and how you facilitated certification program activities (for example, the submittal of compliance data, and the scheduling of conformities, testing, compliance inspections, etc.).

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATIONS:

Indicate your coordination activities with the FAA in approving repair or alteration data, especially on critical or life-limited articles. Describe when the coordination occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

Describe your DER role in identifying and/or resolving specific significant service difficulties. Be sure to identify key FAA contacts and any service information that resulted from your efforts.

7. PARTICIPATION IN TECHNICAL EXCHANGES:

Please describe important DER/FAA technical exchanges in which you have participated, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to your delegation. Note: Do not describe design details that may be considered proprietary by the applicant.

8. PARTICIPATION IN FAA TRAINING AND/OR SEMINARS:

Describe the FAA sponsored technical conferences, seminars, workshops, and presentations you have attended within this appointment period relating to your DER authorization.

**APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 1. SAMPLE NOTICE OF TERMINATION OF A DAR/CONSULTANT DER**

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, DAR]** is suspended upon receipt of this letter and will be terminated on **[date]**. This action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a **[type of designee, for example, DAR]**. We have determined that on or about **[date]**, you issued an export airworthiness certificate on an engine without having examined the appropriate paperwork to determine conformity. **[Cite the reference to the regulations/policy that was violated/noncompliance.]**

A request, in writing, for appeal of the termination must be made no later than 2 weeks from the date of receipt of this letter. At this time, you should present any evidence or statement concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number for the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, your designation will be terminated as stated above in accordance with 14 CFR § 183.15(b)(4), for not properly performing your duties under your designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

**APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 2. SAMPLE NOTICE TO A PRODUCTION APPROVAL HOLDER
ON TERMINATION OF A DMIR**

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) is suspended immediately and will be terminated on **[date]**. A copy of this letter is being sent to Mr. Doe. Mr. Doe's designation will be terminated because **[our records indicate that he has had insufficient activity to warrant continuing the designation or the FAA has learned that he issued an export airworthiness certificate on more than one engine without having examined the appropriate paperwork to determine conformity]**.

[Cite the reference to the regulations/policy requirements that was violated/noncompliance.]

Concise Aircraft Parts may request an appeal of the termination in writing no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement Concise Aircraft Parts might care to make concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number of the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. Representatives of Concise Aircraft Parts may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, Mr. Doe's designation will be terminated as stated above in accordance with 14 CFR § 183.15(b)(4), for not properly performing his duties under his designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**